

# TOWN OF NEWMARKET, NEW HAMPSHIRE TOWN COUNCIL AGENDA

# REGULAR MEETING – DECEMBER 18, 2013 7PM NEWMARKET TOWN HALL COUNCIL CHAMBERS

### 6:00 p.m. Non-Public RSA91-A:3 II Personnel

- 1) Pledge of Allegiance
- 2) Public Forum

\*\*\*Public Forum is an opportunity for the public to address the Town Council. All comments should be addressed to the Chair of the Council. No person will be allowed to speak longer than 5 minutes. \*\*\*

- 3) Public Hearing
- 4) Town Council to Consider Acceptance of Minutes
  - a) Minutes of December 4, 2013
  - b) Minutes of December 4, 2013 Non-Public
- 5) Report of the Town Administrator
- 6) Committee Reports
- 7) Old Business
  - a) Ordinances and Resolutions in the 2<sup>nd</sup> Reading
    - i) Resolution #2013/2014-28 Supporting a Private Group's Effort to Examine the Feasibility of Generating Hydroelectricity at the Macallen Dam
    - ii) Resolution #2013/2014-29 Authorizing the Town Administrator to Enter Into an Agreement with Vision Government Solutions for the 2014 Statistical Update
    - iii) Resolution #2013/2014-30 Withdrawal of \$1,775 from the Cemetery Capital Reserve Fund
    - iv) Resolution #2013/2014-31 Purchase of New Police Cruiser \$48,456
  - b) Ordinances and Resolutions in the 3<sup>rd</sup> Reading



#### TOWN OF NEWMARKET, NEW HAMPSHIRE TOWN COUNCIL BUSINESS MEETING DECEMBER 4, 2013

PRESENT: Council Chairman Gary Levy, Council Vice Chairman John Bentley, Councilor Dan Wright, Councilor Phil Nazzaro, Councilor Larry Pickering, Councilor Dale Pike, Councilor Ed Carmichael (arriving at 8:06 p.m.)

**EXCUSED: Councilor Phil Nazzaro** 

ALSO PRESENT: Town Administrator Steve Fournier

Chairman Levy called the meeting to order at 6:03 p.m.

Council Vice Chairman Bentley moved to enter non-public session under RSA 91-A: 3 II, Personnel. Councilor Pike seconded. Town Administrator Fournier polled the Council. Motion passed unanimously, 5 – 0, and the Council entered non-public session at 6:04 p.m.

#### **AGENDA**

Council Chairman Levy opened the meeting at 7:12 p.m., followed by the Pledge of Allegiance. He announced that Councilor Nazzaro was excused from the meeting, and Councilor Carmichael would arrive between 8:00 and 8:30.

Council Vice Chairman Bentley moved to seal the minutes of the previous non-public session. Councilor Pike seconded. Town Administrator Fournier polled the Council. Motion passed unanimously, 5-0.

#### PUBLIC FORUM

Arlon Chaffee, President of the Newmarket Community Development Corporation, spoke in favor of applicants Steve Minutelli and Adam Schroadter for NCDC board openings that were to be voted on later in the meeting. Council Vice Chairman Bentley recommended the item be tabled until the full Council was present, and stated that he would abstain from the vote due to a conflict of interest. It was decided to take the NCDC vote off the agenda and move it to the next meeting.

Bert Allen of Smith Garrison Road asked if Resolution # 2013/2014-28 concerning hydroelectricity at the Macallen Dam was on the addenda for discussion and was told there would be a first reading later in the meeting.

As there was no further public comment, Council Chairman Levy closed the public forum at 7:18.

#### PUBLIC HEARING - ACCEPTANCE OF MAYA'S WAY

Town Planner Diane Hardy said that she and DPW Director Rick Malasky were present on request from Frank Catapano developer of Maya's Way, which was a sub-division approved by the Planning Board in 2009. The development had 5 occupied houses and one lot which the owners did not intend to build on for some time.

The road was complete and Mr. Malasky and Rockingham County engineers had signed off on the project. They were asking that the Council accept Maya's Way as a town road and take responsibility for the road and its maintenance including snow plowing. Ms. Hardy asked for a modification of the wording in Resolution #2013/2014-32 Acceptance of Maya's Way as a Town Road. She asked that the third whereas, "the Town has received a 2-year maintenance agreement", be struck from the resolution as there was only one lot left to be developed. The town could require a bond from the developer of the final property to protect itself from road damage. Town Attorney John Ratigan had reviewed all the legal documents including the deed for the roadway and several easements and found all to be in order.

To Council Vice Chairman Bentley's question, Ms. Hardy said that Maya's Way was the former Dodd's property near the corner of Ash Swamp and Grant Roads. She added that unlike Fox Hollow, it was designed to be a town road. Councilor Wright had concerns that only one driveway was paved and there were no aprons to protect the road edge from plow damage. Mr. Malasky said that the road had been privately plowed, and aprons were not yet included in the town regulations. Councilor Wright asked if aprons would be required in the future, and Ms. Hardy said she felt this would be a reasonable addition to future subdivision requirements. Councilor Pickering asked what had been checked before the road could be accepted, and Mr. Malasky said he had followed the project from the beginning. There had been some minor things to be done such as signage, tree trimming, etc., and the town required a \$500 cash bond in late August to ensure that the work was completed. Ms. Hardy said they had recently requested release of the bond. Council Chairman Levy said that Councilor Nazzaro had emailed his concerns in light of the unforeseen consequences the town had when accepting another road. He felt this should not be rushed through on the first reading just because it might snow, and that all questions should be answered before a vote was taken. Council Chairman Levy referred to the problems with Fox Hollow, but Ms. Hardy said that the Maya's Way development had been closely monitored and they were comfortable that the work had been done properly. Council Chairman Levy recalled when the Fox Hollow developer had gone out of business, there was no bond, and asked if a bond was in place for Maya's Way. Ms. Hardy said they had released the bond because all work had been completed according to the specifications. She added that there was a letter from the Rockingham County engineer who had signed off on the roadway which would make him liable for any issues.

As there was no further comment, Council Chairman Levy closed the public hearing at 7:30 p.m.

#### TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES

#### November 12, 2013 Budget Workshop

Council Vice Chairman Bentley moved to accept the November 12, 2013 budget workshop minutes. Councilor Pike seconded. There was no discussion. Town Administrator Fournier polled the Council. Motion passed unanimously, 5-0.

#### November 20, 2013 Workshop

Council Vice Chairman Bentley moved to accept the minutes of the November 20, 2013 workshop. Councilor Pike seconded. There was no discussion. Town Administrator Fournier polled the Council. Motion passed unanimously, 5-0.

#### REPORT OF THE TOWN ADMINISTRATOR

Town Administrator Fournier said that since the first Wednesday in January was New Year's Day, he recommended that the Council meet on January 8<sup>th</sup> and 22<sup>nd</sup>. There was no objection to the change. He announced that the court had upheld the town's valuation of condos owned by Louis Gargiulo, and had denied

his request for a tax abatement and also his motion to reconsider. The town will attempt to recoup its approximate \$5,000 costs for the legal action. Town Administrator Fournier said there would be a first reading of a resolution to enter into an agreement with Vision Government Solutions for the 2014 statistical revaluation as required every 5 years by the state. The bids had all come in much lower than originally expected in the range of between \$45,000 and \$50,000. In the future, he would be recommending that the \$10,000 be put aside annually to pay for revaluations. Town Administrator Fournier said he had put together figures from the 2 available carriers for unemployment, workers comp and property and liability insurance. The bid from Primex had come in \$47,403 lower than that from Property and Liability Trust, formerly LGC. He said the town had not gone out to bid since 1999. Primex was offering an 18 month contract beginning in July, which would get all the insurance products on the fiscal year cycle, and the town would go out to bid again in 2 years. The Very Merry Main Street event was to be held on Saturday, December 7<sup>th</sup> from 8:00 a.m. to 6:00 p.m., with tree lighting scheduled for 5:00 p.m. The full schedule of events was included in the packet.

#### OLD BUSINESS: Ordinances and Resolutions in the 2<sup>nd</sup> Reading

RESOLUTION #2013/2014 - 25 Amending the Rules for Town Council Proceedings

Council Vice Chairman Bentley moved to accept Resolution #2013/2014 – 25 Amending the Rules for Town Council Proceedings. Councilor Pike seconded.

Discussion: Town Administrator Fournier stated that workshops delayed the enactment process and he was suggesting there be 2 business meetings per month. Workshops would be scheduled if needed on an off night. Each agenda would include a time for the public to speak, although the public does not have a right to speak at Council meeting and does so at the discretion of the Council rules. He recommended that each speaker be allowed to comment one time and be limited to 5 minutes. A speaker would have to be a resident, property owner, business owner or representative of an organization in Newmarket. Prior to speaking, members of the public would state their name and address. Speakers would address the Council as a whole and there would be no dialogue or debate between speakers and the Council or Town Administrator. Councilors should be given the time to get more information on a subject if necessary rather than being put in a position to respond immediately to comments. The presiding officer was to keep strict order and decorum during public comment. Council Chairman Levy stated that recently there had been non-residents, especially regarding the Macallen Dam, who had spoken at meetings, although when he had first joined the Council he was told this was not allowed. Town Administrator Fournier said that the rule had not been codified, but it was practice. Council Chairman Levy asked if the Council would be able to suspend the rules and allow non-residents to speak, especially in regard to the Dam. Town Administrator Fournier said they could vote to suspend the rules and also could to allow a speaker to comment more than once if there was more than one issue that the speaker wanted to address or if Council felt further information would be helpful. Council Chairman Levy said he also thought that the public should not be debating amongst itself at the meetings. Town Administrator Fournier said the key was that this was the Council's meeting, and the language of the rules was very common wording. Councilor Wright said that he had noticed that some speakers had been held to 5 minutes, while others had not and he hoped the rule would be enforced consistently.

Town Administrator Fournier polled the Council. Motion carried 4-1, with Councilor Wright voting nay.

RESOLUTION #2013/2014 – 26 Authorize the Town Administrator to Enter into an Agreement with Hazen and Sawyer, P.C. for Engineering Services Related to the Development of the MacIntosh Well

Council Vice Chairman Bentley moved to approve Resolution #2013/2014 – 26 Authorize the Town Administrator to Enter into an Agreement with Hazen and Sawyer, P.C. for Engineering Services Related to the Development of the MacIntosh Well. Councilor Pike seconded.

Discussion: Water and Sewer Superintendent Sean Greig stated that they had received 4 proposals. The proposals had been reviewed by a committee of Councilors and town staff, and they had interviewed 3 firms before interviewing and selecting Hazen and Sawyer, who had the best price. He said the amount in the agreement, \$259,100, was a not- to- exceed price, and the Town Attorney had reviewed the contract. The contract covered preliminary and final design, and would present information necessary to prepare final bids for development of the well. Council Vice Chairman Bentley said they had gone through a thorough process and he would support the resolution. Council Chairman Levy asked about indirect costs cited in the contract estimated at \$122,198, and asked what those would be. Mr. Greig said that was put on the form for the State of New Hampshire to review. Mr. Greig said the form listed each hour spent by each engineer for each piece of the project, and this was an aggregate amount. He would make copies of the detailed form for the Council. Council Chairman Levy said that pumping of the well for \$10,000 was listed as a direct cost. Mr. Greig said he wasn't sure what the indirect costs would be as it was based on a state formula, but he could have someone come in and explain it. He said when the state looks at a contract, it looks at other similar projects that have been done. Ms. Hardy said that in a contract there are direct costs, such as labor, and every firm has a multiplier to determine indirect costs such as administration, audits, marketing, etc. for a project. The state has parameters of what costs are allowed.

Council Chairman Levy said the labor costs in the proposal were about \$70,000. He asked if there was a mark up for subcontractors, and Mr. Greig said there was and it was usually between 5% and 10%, which Council Chairman Levy thought should be stated in the contract. Mr. Greig said the amount for subcontractors had been higher, but he had negotiated the cost, and Hazen and Sawyer had reduced the cost by using a different subcontractor. Mr. Greig said that generally the engineering cost is between 8% and 12%, and in this contract it was 10%. He said there were a lot of wetlands on the area, and also an archeological study would have to be done. Town Administrator Fournier said that marketing was an important element of the project as they wanted to make sure the public was satisfied with the water. He said they would run taste tests of different blendings of the water in January and have people vote on their preferences. They would have Hazen and Sawyer's water expert available for an information session to explain the qualities in each sample.

Town Administrator Fournier polled the Council. Motion passed unanimously, 5-0.

RESOLUTION # 2013/2014 – 27 To Authorize the Town Administrator to Enter into an Agreement with Wright-Pierce for Engineering and Televising Services Related to the North Main Street Sewer Main Replacement Project

Council Vice Chairman Bentley moved to authorize the Town Administrator to enter into an agreement with Wright-Pierce for engineering and televising services related to the North Main Street sewer main replacement project. Councilor Pike seconded.

Discussion: Mr. Greig said that one of the Council's goals in the previous year was to replace the water main on North Main Street from Bay Road to Simon's Lane. They had gone out to bid and Wright-Pierce was awarded the job. Since then the state had informed them that the water main and sewer main would have to be relocated because they interfered with its drainage project which would start in May, 2015. The state would not contribute to the cost as the mains were older than 50 years. This resolution was for engineering and filming of the sewer main and lines only, as Wright-Pierce had already done the base plans and borings for the water main. Of the total cost of \$21,400, \$16,000 was for engineering and \$5,400 for cameras. Mr. Greig said the estimated

the cost of the sewer project was approximately \$450,000 and the water project was approximately \$550,000. Council Vice Chairman Bentley encouraged every Councilor and the Town Administrator to reach out to every legislator to object to the 50-year rule, and ask for help in getting state assistance for the costs. He also suggested that they go to the press, as this was big government at its worst, and the state was forcing the town to move these mains at its cost because of their project.

Councilor Wright asked if there would be state funds to cover the costs for removing the contamination at the old gas station, and Mr. Greig said there was money in the State Petroleum Fund, and he thought they would be covered. He said the site had been monitored for several years and test borings showed that the contamination had not spread. However, they needed a contract in case more contamination was found later. Mr. Greig said they were already planning on the work on the water main, and it was fortunate that they had not done the work only to be told the main had to be moved. Town Administrator Fournier said that they had delayed the water project as the state did not want the road cut up 2 years in a row. He emphasized that North Main Street was a state road. Council Chairman Levy asked Mr. Greig if the state could work around the pipes or if this would impede or harm its drainage project. Mr. Greig said he didn't know the details of the project, it was just a matter of the state telling the town what it had to do. Town Administrator Fournier had met with Ron Grandmason from DOT. To Councilor Pickering's question, Town Administrator Fournier said he could check with legal, but the town had no leg to stand on. He said that the Council had wanted to improve the water line near Bay Road, but now the state was forcing them to do this and move both the water and sewer mains. (Councilor Carmichael entered the meeting.) He didn't think the costs were much different. Mr. Greig said that moving the sewer was more complicated than moving the water main, because the sewer operated on gravity. He said the engineering should start immediately so the work could be done the next fall. The sewer main project would be an additional, estimated cost of \$450,000 to the town, but if the state could work around the existing sewer main, the town would save that cost.

Town Administrator Fournier polled the Council. Motion passed unanimously, 6 – 0.

#### ORDINANCES/RESOLUTION IN THE 1ST READING

RESOLUTION #2013/2014 - 28 Supporting a Private Group's Effort to Examine the Feasibility if Generating Hydroelectricity at the Macallen Dam: Council Chairman Levy read the resolution in full.

RESOLUTION #2013/2014 – 29 Authorizing the Town Administrator to Enter into an Agreement with Vision Government Solutions for the 2014 Statistical Update: Council Chairman Levy read the resolution in full.

RESOLUTION # 2013/2014 – 30 Withdrawal of \$1,775 from the Cemetery Capital Reserve Fund: Council Chairman Levy read the resolution in full.

RESOLUTION #2013/2014 – 31 Purchase of New Police Cruiser \$48,456: Council Vice Chairman Bentley read the resolution in full.

RESOLUTION #2013/2014 -32 Acceptance of Maya's Way as a Town Road, (Town Administrator Fournier requests the rules be suspended): Council Chairman Levy read the resolution in full.

Council Vice Chairman Bentley moved to suspend the rules. Councilor Pike seconded. Town Administrator Fournier polled the Council. Motion passed unanimously, 6-0.

Council Vice Chairman Bentley moved to adopt Resolution #2013/2014 -32 Acceptance of Maya's Way as a Town Road. Councilor Pike seconded.

Discussion: There had been a recommendation from the DPW Director and Town Planner to remove the 2 year maintenance agreement from the resolution. Councilor Wright asked that the clause be kept in the resolution as he had concerns especially during plowing season that damage would be done to the road as there were no aprons for the driveways. Council Chairman Levy asked what the maintenance agreement would affect. Town Administrator Fournier said that usually when there is a new development, a maintenance agreement is put into place when the road is first accepted at the beginning of a project. Normally, the base coat of the road is put in the first year, and the final coat the second year. However, they were past the point of needing this agreement because Maya's Way had been completed to town standards. If a private contractor damaged the road, the town would go after the homeowner to pay for repairs. If the last lot is developed, the town would require a driveway permit for construction vehicles to use town roads, and a bond to cover any damage done to the road. Mr. Malasky said he understood Councilor Wright's concerns but there was no regulation stating that driveways or aprons had to be paved. He said the town holds people accountable for damaging roads. He said they did not necessarily need a bond if they saw damage to a road where work was being done, as they would go after the contractor. Mr. Malasky said he had brought up the subject of requiring aprons, but it had not yet been added to the regulations, but he did strongly support it. He said there was a good base to the road and it had been plowed for several years without incident. Councilor Wright said he saw the stop bar being painted on the road earlier in the day which seemed like last minute. Council Chairman Levy asked how much plowing Maya's Way would add to the cost of plowing, and Mr. Malasky said it would take add about 10 minutes to the plow route and there would be little cost for product.

Councilor Pike moved to amend Resolution #2013/2014 - 32 and remove the phrase requiring a 2-year maintenance agreement. Council Vice Chairman Bentley seconded. Town Administrator Fournier polled the Council. Motion passed 5-1, with Councilor Wright voting nay.

Town Administrator Fournier polled the Council on the motion to accept the amended resolution accepting Maya's Way as a town road. Motion passed 5-1, with Councilor Wright voting nay.

RESOLUTION #2013/2014 – 33 Electricity Rates, (Town Administrator Fournier requested the rules be suspended.): Council Chairman Levy read the resolution in full.

Councilor Pike moved to suspend the rules. Councilor Carmichael seconded. Town Administrator Fournier polled the Council. Motion passed unanimously, 6-0.

Council Chairman Levy asked for a second for his motion by reading the resolution. Councilor Pike seconded.

Discussion: Interim Finance Director Matt Angell had provided the Council with a series of emails that showed that the electricity provider would not honor the rate in the RFP that the Council had approved because the approval came shortly after the deadline he had set. Because an electric contract would exceed the \$10,000 limit, there would have to be a bidding process. However, electricity is a commodity and rates may fluctuate from minute to minute, making it virtually impossible to go through the RFP process. The purpose of the resolution was to authorize the Town Administrator to hire a broker, paid for by the providers and at no cost to the town. The brokerage firm would monitor and monthly select the lowest rates in an auction setting and the Town Administrator would have the authority to chose a rate and sign a contract within a few minutes. Town Administrator Fournier said this had been a successful approach in his previous community, and they had also banded together with other towns to get better rates. He said they were not asking the Council to approve a specific rate, but were recommending that a broker be used and monthly the Town Administrator could sign a contract with the provider with the lowest rate. To Councilor Carmichael's question, he replied that doing this monthly was more beneficial when rates were dropping, and they would also have PSNH as a fallback provider.

Town Administrator Fournier said he had interviewed Jeff Hyatt from Performance Business Solutions, and had used him in the past.

Council Chairman Levy asked what the current rates were, and Mr. Angell said they fluctuated between 7 and 8 cents per kilowatt hour. Under the contract that was to expire in December of 2013, the town paid 7.2 cents a kilowatt hour and a line charge to PSNH of about 2.7 cents. Mr. Angell said that the resolution was to allow the Town Administrator to purchase power for the town. Town Administrator Fournier added that this would give him the authority to immediately sign for a lower rate if one was available. He said the town would not be paying a flat fee for the broker, but the providers did include his fee in their rates. Council Chairman Levy asked if Town Administrator Fournier would feel more comfortable, from a budgeting standpoint, with a longer contract that had an out option. Town Administrator Fournier said that PSNH was their out option because their rates were stable, and if they found after a year that there were no savings from using a broker, they could use PSNH. Mr. Angell would continually evaluate the rates and any other options, such as for a longer term contract, and keep the Council informed. Council Vice Chairman Bentley asked how many kilowatt hours the town used in a month to help him understand what a half-penny would mean in expenditures. Mr. Angell said that the problem with the provider that the Council had approved was that he wanted to have the town accept a higher rate, and nether the Town Administrator of he had the authority to do that. He said the town spent between \$5,000 and \$10,000 per month depending on the time of year. Town Administrator Fournier said the problem with the approved contract was that it authorized him to sign a contract for a specific rate and the rate had gone up over night.

The Council will be apprised of the rate monthly in the Finance Department report. Mr. Angell said that the school uses less electricity than the town, as the town has to pay for street lights and the wastewater treatment plant, both of which operate at night, which is a high-demand peak time. Councilor Pickering asked if the town had looked into structuring the times that the compressors came on to avoid the peak time charges, especially when the new plant came on line, and Town Administrator Fournier said were doing this. Mr. Angell added that he was compiling data about electrical and oil use in all the buildings, and at a later time they would have recommendations for windows, etc. that would reduce costs. To Council Chairman Levy's question, Mr. Angell said the school was in the original RFP but didn't continue because they would get a better rate on their own. Town Administrator Fournier said the town could not go with the school's deal, which was with the provider that had not honored the town's RFP, but he would suggest looking at combining with other towns with the same usage to get a better rate. Councilor Pike said he would vote for the resolution, but if in the future it seemed advantageous to go with a longer term, perhaps the Council could give the Town Administrator authority to sign for a rate within a range of amounts. Council Chairman Levy said they had not been told about the issue with the rates since the September meeting when they approved the RFP, and Town Administrator Fournier said it had taken about 6 weeks to get the company to understand the situation the town was in, and they had tried to work with the provider. Since they couldn't get the rate they initially were offered, then they had to come up with another solution. Councilor Carmichael asked Town Administrator Fournier about other towns he was speaking with, and he replied that he would speak to the Councilor after the meeting.

Town Administrator Fournier polled the Council. Motion carried unanimously, 6 – 0.

#### **CLOSING COMMENTS BY TOWN COUNCILORS**

Council Vice Chairman Bentley thanked Linked Together Kids for the cards and ornaments. He also thanked Jeremy's Pizza and all the volunteers and local businesses for the successful Thanksgiving Dinner they had put on for the community. He had volunteered and said when he left at about noon the center was packed.

Councilor Wright asked when the Economic Development Committee would be making a presentation to the Council. Council Chairman Levy said the consultant was working on the final document which he would present to the EDC at its January meeting for the Committee's input. He invited the public to attend the meeting. Then, the Committee would schedule one or two public informational sessions and a public hearing for the townspeople to weigh in on his suggestions. Mr. Kwaas had spoken with the Committee members and also the Town Administrator and Town Planner. He had looked at the town as a clean slate from the viewpoint of an outside observer, and did not know all the inside information about plans that had been made for certain areas. Once public input sessions were over, the report would be presented to the Council. His report is on the town web site. Councilor Wright said he had read the report and noted Mr. Kwaas' comments on the financial consequences of the town's restrictions for the M-2 and the M-2A zones, and said he hoped the Council would look at this again when the report was on the agenda. Council Chairman Levy said it would be helpful for Councilors to forward any questions for Mr. Kwaas before the EDC's January meeting to the Town Administrator or him as Chairman of the EDC.

Councilor Pickering said he had brought up the subject of a street light that the town pays for near the library facing Elm Street in the area where there is also ornamental lighting, and had asked if it was needed. He hadn't heard back. He said there was another light at the upper parking lot on Elm Street, and questioned whether that light was needed either. He suggested removing the 100 watt bulbs from both street lights to see if there would be enough light from the ornamentals. He asked Mr. Angell how many electric bills Newmarket receives monthly, and he replied there were between 20 and 30 which could be traced by location. He added that there were 3 street light bills, but he was not sure how they were structured. Councilor Pickering thought there would be one bill for the down town, probably one for the ornamental lights and another for intersections in the outlying districts. He added that 50 watt bulbs had always been used in Newmarket for intersections. He said that if it was agreed that the street lights were needed on Elm Street, the bulbs should at least be downgraded to 50 watts. Council Chairman Levy reminded Town Administrator Fournier that he was going to find out of bulbs could be changed to LEDs on the ornamental lights and around the town hall. Mr. Pickering said that as a bulb ages, it produces less lumens, and suggested the town meter the bulbs.

#### **ADJOURNMENT**

Council Vice Chairman Bentley moved to adjourn. Councilor Pike seconded. Motion passed unanimously and the meeting adjourned at 8:55.

Respectfully submitted,

Ellen Adlington, Recording Secretary

STEPHEN R. FOURNIER TOWN ADMINISTRATOR

sfournier@newmarketnh.gov www.newmarketnh.gov



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FOUNDED DECEMBER 15, 1727 CHARTERED JANUARY 1, 1991

## TOWN OF NEWMARKET, NEW HAMPSHIRE OFFICE of the TOWN ADMINISTRATOR

# REPORT OF THE TOWN ADMINISTRATOR December 18, 2013

**Meeting Schedule:** Just a reminder that we will be meeting on January 8 and 22 next month.

**Final Permit Decision on Waste Water Treatment Plant:** As the Council is already aware, we received the final notice of decision on the permit issued to the Town for the waste water treatment facility. As you are also aware, the Cities of Dover and Rochester petitioned our permit contesting out limit of 3.0 mg/L of nitrogen. The EPA denied their petition and issued our permit. A copy of that decision is attached to my report.

Warrant Articles for Town Meeting 2014: On the agenda this evening for a first reading are a number of proposed warrant articles for the 2014 Town Meeting. When each of them are discussed we will have more information at that time. No articles will result in additional taxation.

There was an article that we were reviewing that I am not recommending at this time. The State changed the law to allow communities to have a contingency fund to pay for unanticipated expenses that may occur during the year. However, the law as currently written would require an annual article to be approved by the Town, and any monies would lapse to the unreserved fund balance. It defeats the purpose of a contingency fund if we need to appropriate it annually.

Charter Amendments: The Charter Commission has released its draft proposed amendments to the Town Charter. These will all go on to the ballot in March if approved. The changes include but are not limited to, clarifying the authority of the Town Administrator; allowing the Town Council to create village districts; mandating the updating of the Master Plan decennially; and allowing the Town Council to set polling hours. These amendments have all been reviewed and approved by the Attorney General's office.

One area that has to be removed after the Charter was reviewed by the Attorney General's office is the recall of Town officials. State law does not allow for the public recall of officials so it is not enforceable.

**FY14 Budget:** I am attaching to my report a copy of the November expense report. Currently, the overall budget is under expended with 36% of the total budget expended. However, there are some significant overages. We are over in legal due to a number of cases we are litigating and switching to the new law firm. We will monitor the entire budget, but will be recommending transferring funds later in the fiscal year.

Respectfully Submitted,

Stephen R. Fournier Town Administrator



#### UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

Region 1

5 Post Office Square, Suite 100 Boston, MA 02109-3912

VIA EXPRESS MAIL

December 5, 2013

Stephen Fournier, Town Administrator Town of Newmarket 186 Main Street Newmarket, NH 03857

**RE:** Final Permit Decision

Town of Newmarket Wastewater Treatment Plant

NPDES Permit No. NH0100196

Dear Mr. Fournier:

In accordance with 40 C.F.R. § 124.19(l), I am notifying you of my final permit decision in connection with NPDES Permit No. NH0100196, which was reissued on November 16, 2012 to authorize discharges of treated wastewater effluent from the Town of Newmarket Wastewater Treatment Plant to the Lamprey River.

The Great Bay Municipal Coalition, representing the Cities of Dover and Rochester, timely petitioned EPA's Environmental Appeals Board ("Board") for review of the permit under 40 C.F.R. § 124.19 on December 14, 2012. In its Petition, the Coalition contested a single condition of the permit, the total nitrogen limitation of 3.0 mg/L set forth in Part I.A.1 of the permit. The effect of this contested condition was stayed pending a decision by the Board on the Petition and final agency action. The other uncontested and severable portions of the permit are already in effect pursuant to the Notice of Uncontested and Severable Conditions dated February 28, 2013. *See* Attachment A.

On December 2, 2013, the Board denied the Coalition's Petition in its entirety. *In re Town of Newmarket Treatment Plant*, NPDES Appeal No. 12-05, 16 E.A.D. \_\_ (EAB). Under 40 C.F.R. § 124.19(l)(2)(i), the Regional Administrator must issue a final permit decision when the Board issues notice to the parties that the petition for review has been denied. Upon consideration of the Board's decision, I am issuing my final permit decision. The permit's nitrogen effluent limitation of 3.0 mg/l shall become fully effective and enforceable upon receipt of this notice. This constitutes final agency action under 40 C.F.R. § 124.19(l)(2).

If you have any questions regarding this decision, please contact Samir Bukhari of the Office of Regional Counsel at (617) 918-1095.

H. Curtis Spalding

Sincerely

Regional Administrator

US Environmental Protection Agency

(Pos Marj. D. ARA

cc: Harry Stewart, NHDES
John Hall, Esq., Great Bay Municipal Coalition
Evan Mulholland, Esq., NH DOJ
Thomas F. Irwin, Esq., CLF
Michael T. Racine, Esq., Town of Newington and NH Audubon

#### ATTACHMENT A

# THE STATES TO A SENSOR THE STATES OF THE STA

#### UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION 1 5 POST OFFICE SQUARE, SUITE 100 BOSTON, MA 02109-3912

#### VIA ELECTRONIC FILING AND U.S. MAIL

February 28, 2013

Stephen Fournier, Town Administrator Town of Newmarket 186 Main Street Newmarket, NH 03857

U.S. Environmental Protection Agency Clerk of the Board, Environmental Appeals Board 1341 G Street, N.W., Suite 600 Washington, D.C. 20005

RE: Town of Newmarket Wastewater Treatment Plant NPDES Permit No. NH0100196; NPDES Appeal No. 12-05

Dear Ms. Durr and Mr. Fournier:

In accordance with 40 C.F.R. §§ 124.16 and 124.60, Region 1 of the United States Environmental Protection Agency (EPA) is providing notice of uncontested and severable permit conditions in connection with National Pollutant Discharge Elimination System ("NPDES") Permit No. NH0100196. EPA reissued that permit to the Town of Newmarket, New Hampshire, on November 16, 2012.

The Great Bay Municipal Coalition, representing the Cities of Dover and Rochester, timely petitioned EPA's Environmental Appeals Board (EAB) for review of the permit on December 14, 2012. In its Petition, the Coalition contested a single condition of the permit, the total nitrogen limitation of 3.0 mg/L set forth in Part I.A.1 of the permit.

When a permit appeal is filed, EPA must issue a notification identifying which permit conditions are stayed as a result of the appeal, and which permit conditions will go into effect. See 40 C.F.R. §§ 124.16(a)(2)(i) and (ii). While a permit appeal is pending, the contested permit conditions are stayed. See 40 C.F.R. § 124.16(a)(1). Uncontested permit conditions that are "inseverable" from contested conditions are also considered to be contested and are stayed. See 40 C.F.R. §§ 124.60(b)(4), 124.16(a)(2)(i). Uncontested permit conditions that are severable from contested conditions are not stayed and become enforceable conditions of the permit. See 40 C.F.R. §§ 124.16(a)(2)(i) and (ii). When a discharger proposes a less stringent level of treatment than that contained in the final permit, uncontested conditions include "any permit conditions appropriate to meet the levels proposed by the discharger, if the measures required to attain that less stringent level of treatment are consistent with the measures required to attain the limits proposed by any other party." See 40 C.F.R. § 124.60(b)(6)(iii).

### ATTACHMENT A

February 7, 2013 Page 2

designed and constructed to be consistent with the additional treatment that may be required if and when a lower permit limit for nitrogen becomes effective and is imposed.

Very truly yours,

George Dana Bisbee

GDB:aec

cc:

Carl Deloi, EPA Samir Bukhari, EPA Michael Wagner, EPA

Steve Fournier, Town of Newmarket Sean Greig, Town of Newmarket



ATTORNEYS AT LAW

February 7, 2013

GEORGE DANA BISBEB T 603.695,8626 F 603.669.8547 DBISBEE@DEVINEMILLIMET.COM

Stephen Perkins EPA New England, Region 1 5 Post Office Square - Suite 100 Boston, MA 02109-3912

Re: Town of Newmarket NPDES Permit No. NH0100196

Dear Mr. Perkins:

I write on behalf of my firm's client, the Town of Newmarket, to confirm the Town's position with respect to its plans to move forward with the design and construction of a new municipal wastewater treatment facility. After receipt of the Final NPDES Permit on November 16, 2012, the Town reached the decision that it would not contest any of the conditions of the permit, and it subsequently did not file an appeal with the Environmental Appeals Board. Consequently, the Town has accepted the nitrogen limit of 3 mg/l during the seven month season of April through October.

As part of this decision, the Town has negotiated with your agency an Administrative Order on Consent ("AOC") providing for, among other components, an interim permit limit of 8 mg/l (as it had proposed in the past, including in the 2011 Memorandum of Agreement between NH Department of Environmental Services and the Great Bay Municipal Coalition) with a compliance schedule of up to fifteen years to reach the 3 mg/l. The Town also has committed to various non-point source reduction activities, as part of the negotiated AOC.

This will confirm that the Town has (1) accepted the final permit for nitrogen of 3 mg/l; (2) proposed and negotiated with your agency an interim permit limit of 8 mg/l, (3) proposed this less stringent nitrogen limit of 8 mg/l as provided for in 40 CFR § 124.60(b)(6)(iii), and (4) begun to take steps necessary to comply with the terms that have been negotiated for the AOC, starting with steps to obtain Town Meeting approval to fund the design and construction of a new treatment plant to achieve the interim limit of 8 mg/l. This latter commitment will substantially reduce nitrogen loadings into the Lamprey River and the Great Bay Estuary. Also, the new treatment plant will be

EPA is notifying you that the permit's total nitrogen limit of 3.0 mg/L is stayed for the pendency of NPDES Appeal No. 12-05 before the EAB. EPA has determined that all other conditions of the permit are uncontested, and accordingly will become fully effective and enforceable thirty (30) days from receipt of this notice. Additionally, EPA has determined that the permit condition limiting total nitrogen, adjusted to a level of 8.0 mg/L reflecting the less stringent level of treatment proposed by the Town of Newmarket, is uncontested within the meaning of 40 C.F.R. § 124.60(b)(6)(iii). The nitrogen limit is effective from April 1 - October 31 of each year and is applied on a seasonal average basis. That limit will also become fully effective and enforceable thirty (30) days from receipt of this notice. This determination is based on the Town's proposal for a less stringent limit during the public comment period. See Letter from Town of Newmarket, Department of Public Works, to Dan Arsenault, US EPA, dated December 13, 2011 ("The Town of Newmarket requests that EPA and NHDES revisit their draft permit limit of 3 mg/L total nitrogen to allow an 8 mg/L total nitrogen limit as a seasonal average."). The Town has reaffirmed its commitment to this proposal and expressly concurs with EPA's decision to deem this limit uncontested. See Attachment A.

If you have any questions regarding this notice, please contact Samir Bukhari of the Office of Regional Counsel at (617) 918-1095.

H. Curtis Spalding-

Regional Administrator

US Environmental Protection Agency

cc: Harry Stewart, NHDES
Stergios Spanos, NHDES
John Hall, Great Bay Municipal Coalition
Thomas J. Jean, City of Rochester
Dean Trefethen, City of Dover

1. Shall the municipality approve the charter amendment reprinted (summarized) below? Effective date July 1, 2014.

Amendment to Section 1.2 Form of Government, by deleting language shown as crossed through, and adding language shown as underlined.

#### Section 1.2. Form of Government.

Newmarket has a Town Council form of government with a Town Administrator under RSA 49-D:3. The administration of the fiscal, prudential, municipal, and other affairs of the Town, with the governance thereof, shall be vested in a Town Council, shall be directed by a Town Administrator, and shall consist of the various departments of the Town as established by this Charter and from time to time by the Town Council. Except as expressly authorized by this Charter, no Councilor shall participate in the conduct of the administrative affairs of the Town.

Summary explanation: clarifies form of government and provides that departments are established by Town Council. This language has been approved by the New Hampshire Attorney General's office.

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2. Shall the municipality approve the charter amendment reprinted (summarized) below? Effective date July 1, 2014.

Amendment to Section 2.5, B, Conduct of Elections, by deleting language shown as crossed through, and adding language shown as underlined.

#### Section 2.5. Conduct of Elections.

B. At all Town elections the polls shall be open from 7:00 a.m. to 8:00 p.m.during hours designated by the Town Council in consultation with the Supervisors of the Checklist and the Town Moderator.

Summary explanation: the amendment provides for greater flexibility for the Town Council to set the hours that the polls will be open during elections. This language has been approved by the New Hampshire Attorney General's office.

3. Shall the municipality approve the charter amendment reprinted (summarized) below? Effective date July 1, 2014.

Amend Section 2.6 Preparation of Ballots, by deleting language shown as crossed through, and adding language shown as underlined.

Section 2.6. Preparation of Ballots.

The Town Clerk shall prepare separate ballots to be used at all local referenda and at elections at which Town officers are chosen. The ballots shall contain in appropriate sections the names of all candidates, listed in accordance with State law, without party designation. Below the list of names of the candidates of each office there shall be as many blank spaces as there are offices to be filled at the election. No titles, military, professional or otherwise, shall accompany the name of any candidate on the ballot.

Summary explanation: This clarifies that election ballots shall be prepared in accordance with State law. This language has been approved by the New Hampshire Attorney General's office.

4. Shall the municipality approve the charter amendment reprinted (summarized) below? Effective date July 1, 2014.

Amend Section 3.8 Ordinances generally concerning the Town Council's use of Resolutions to conduct Town Council business.

Summary explanation: This clarifies how the Town Council's uses Resolutions to conduct its business, and how Resolutions are different from Ordinances. Presently, the Town Charter does not describe how Resolutions are used to conduct Town Council business. This amendment will explain this process. The language amending this section has been approved by the New Hampshire Attorney General's office.

5. Shall the municipality approve the charter amendment reprinted (summarized) below? Effective date July 1, 2014.

Amend Section 3.17, Authority to Establish Village Districts.

<u>Section 3.17. Authority to Establish Village Districts.</u> The Town Council may establish one or more village districts in accordance with RSA ch. 52.

Summary Explanation: This is a new charter section that sets forth the authority of the Town Council to establish village districts per RSA Chapter 52. This language has been approved by the New Hampshire Attorney General's office.

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6. Shall the municipality approve the charter amendment reprinted (summarized) below? Effective date July 1, 2014.

Amend Article 4 Administration of Government generally concerning the qualifications of the Town Administrator (section 4.2), the Annual Review of the Town Administrator (section 4.3), Reprimand or Removal From Office (of the Town Administrator, section 4.3), Powers and Duties of the Town Administrator (section 4.6), Appointment of Department Heads (by the Town Administrator, section 4.8), Suspension or Removal of Department Heads (by the Town Administrator, section 4.10), Non-Interference with Town Administration (by Town Councilors, section 4.11), and Department and Administrative Code; Reorganization Plans (section 4.12).

Summary Explanation: These proposed amendments address the position of Town Administrator, the relationship between the position of Town Administrator and authority of the Town Council as it relates to the Town Administrator. It clarifies the description of the Town Administrator's authority and responsibility in the Town Charter. This amendment ensures compliance with the laws of the State of New Hampshire under this form of Charter government. The State Attorney General's Office has approved these language alterations.

7. Shall the municipality approve the charter amendment reprinted (summarized) below? Effective date July 1, 2014.

Amend Section 4.15 Fiscal Affairs; Treasurer; Investment Advisor, Audit.

#### Section 4.15. Fiscal Affairs; Treasurer; Investment Advisor; Audit.

A. There shall be a Treasurer who shall be elected on an at-large basis at the Town election for a term of three (3) yearsappointed by the Town Administrator, subject to the consent approval of the Council. The Town Administrator shall appoint the Treasurer solely on the basis of qualifications, education, and experience to perform the duties of the office. The Treasurer shall have the powers and duties prescribed by this Charter and State law; provided, however, that in making investments of Town funds he shall follow any written investment policy as adopted or modified by the Town Council.

Summary Explanation: This provides for the appointment of the Town Treasurer solely on the basis of qualifications, education and experience to perform the duties of the office. It changes

the treasurer's position from an elected, 3 year term that has no qualifications for the office to a position appointed by the Town Administrator, subject to approval by the Town Council. This amendment language has been approved by the New Hampshire Attorney General's office.

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8. Shall the municipality approve the charter amendment reprinted (summarized) below? Effective date July 1, 2014.

Amend Section 4.16 to add the following new Master Plan section.

#### Section 4.16. Town Master Plan

The Master Plan shall be revised no less frequently than once every 10 years.

Summary Explanation: This proposed new charter language would require the Town to revise its Master Plan no less than once every 10 years. New Hampshire law presently recommends, but does not require, that municipal master plans be revised every 5-10 years. This amendment language has been approved by the New Hampshire Attorney General's office.

9. Shall the municipality approve the charter amendment reprinted (summarized) below? Effective date July 1, 2014.

Amend Section 5.5, Monthly Budget Reports by Adding the language underlined below.

#### Section 5.5. Monthly Budget Reports and 5 Year Forecasting.

At the beginning of each month during the fiscal year, and more often if required by the Council, the Administrator or his designee shall submit to the Council data showing the relation between the estimated and actual income and expenses to date, together with outstanding indebtedness and estimated future expenses. By October 1 of each year, the Town Administrator or his designee shall submit to the Town Council a five-year financial forecast consisting of at least expenses, revenues, and resulting tax impact, taking into consideration the capital expenditure forecasting provided by the Capital Improvement Plan.

Summary Explanation: The proposed new language requires the Town Administrator by October 1<sup>st</sup> of each year to submit the Town Council a 5 year financial forecast consisting of anticipated revenues, expenses and tax impacts, and including information provided by the Town's Capital Improvement Plan. This amendment language has been approved by the New Hampshire Attorney General's office.

10. Shall the municipality approve the charter amendment reprinted (summarized) below? Effective date July 1, 2014.

Amend Section 5.7 Capital Improvement Plan to clarify that the plan shall be submitted to the Budget Committee as well as the Town Council and that it shall include school facilities at amongst the capital facilities that the Capital Improvement Committee (CIP) shall take into consideration.

Summary Explanation. Presently, the budget committee is not identified as a required recipient of the Capital Improvement Plan (CIP) prepared by the CIP committee. Further, school facilities are not presently identifies as amongst the facilities that the CIP committee must include in its plan analysis. This amendment addresses these changes. The language used in this amendment has been approved by the New Hampshire Attorney General's office.

11. Shall the municipality approve the charter amendment reprinted (summarized) below? Effective date July 1, 2014.

Amend Section 6.2 Personnel Plan to clarify that if an amendment to the Personnel Plan submitted for consideration to the Town Council by the Town Administrator is not considered and acted upon by the Council within 90 days of submission, the amendment is considered to have been rejected by the Council.

Summary Explanation: Presently, while the Charter requires the Council to act upon a personnel plan amendment within 90 days of receipt, the plan does not address what happens if it is not acted upon in this time period. This language clarifies that inaction within 90 days means the proposed personnel plan amendment is rejected. The language used in this amendment has been approved by the New Hampshire Attorney General's office.

12. Shall the municipality approve the charter amendment reprinted (summarized) below? Effective date July 1, 2014.

Amend Section 6.3 Compensation by deleting language shown as crossed through.

Section 6.3. Compensation.

A. The compensation of any elected officials, board and commission members, and other officers appointed solely by the Council shall be established and modified by express resolution of the Council.

- B. \_\_\_\_The rate of compensation of Council members may only be changed by a Charter amendment approved by the voters and shall not take effect until the first day of the next fiscal year. No vote on this matter may be taken within ninety (90) days of the Town election.
- B. C. The compensation of all department heads and Town employees not fixed by other provisions of this Charter or collective bargaining shall be fixed in the Personnel Plan by a schedule of pay which shall include a minimum and maximum and such intermediate rates as may be deemed desirable for each class of position provided for in said Plan.

Summary Explanation. Section 6.3, C, has been deleted because the compensation of department heads is a responsibility of the Town Administrator per Section 4.8, and may also be covered by provisions of the Town Personnel Plan. Town employee compensation is set forth in the Personnel Plan. The language used in this amendment has been approved by the New Hampshire Attorney General's office.

13. Shall the municipality approve the charter amendment reprinted (summarized) below? Effective date July 1, 2014.

Amend Section 6.4 Certification of Payroll by deleting language shown as crossed through and adding language shown as underlined.

Section 6.4. Certification of Payroll.

No compensation shall be paid without certification by the Administrator, or such others as the Administrator may direct, that the recipients are employed by the Town and that their rates of compensation comply with approved pay schedules have been approved by the Town Administrator.

Summary Explanation: This clarifies that the Town Administrator shall certify that the rates of employee compensation have been approved by the Town Administrator. This language has been approved by the New Hampshire Attorney General's office.

14. Shall the municipality approve the charter amendment reprinted (summarized) below? Effective date July 1, 2014.

Amend Section 8.6 Recall of Councilors by deleting language shown as crossed through.

#### Section 8.6. Recall of Councilors.

Any individual Town Councilor who has completed at least six (6) months of his term of office and has more than six (6) months of his term remaining may be recalled therefrom by the voters as follows:

- A. Two hundred fifty (250) or more voters may file a request for a recall petition with the Town Clerk. This request shall include the name of the Councilor and the grounds for which the recall is sought together with the signature and a legible name and address of each voter.
- B. The Town Clerk shall verify the names of the voters and promptly issue blank petitions for recall. Each petition shall be addressed to the Council, be dated, include the grounds for recall as stated in the request, the name of the voter to whom it is issued, the signature of the Town Clerk, and the Town Seal. The recall petitions bearing the signatures and legible names and addresses of at least seven hundred fifty (750) voters shall be returned to the Town Clerk within twenty (20) days. The Town Clerk shall promptly certify the number of voters who signed the petitions.
- C. If the petitions are certified to be sufficient by the Town Clerk, he shall submit them to the Council together with his certification. The Council shall forthwith give written notice of the petition and certification to the Councilor whose recall is sought. If this Councilor does not resign within five (5) days after delivery of this notice, the Council shall order a recall election to be held no less than thirty (30) days nor more than sixty (60) days after the date the Town Clerk certified the petitions. If, however, any other Town election is scheduled within ninety (90) days of the date of the certification, the Council shall hold the recall election on the same date as the other Town election. The filing of candidates and the conduct of the election shall be in accordance with the provisions of this Charter and the election laws of the State of New Hampshire.
- D. The proposition on the ballot shall be "For the recall of" or "Against the recall of (name of Councilor)."
- E. If the incumbent is not recalled, he shall continue in office for the remainder of his unexpired term and may not again during that term be subject to recall. If he is recalled, he shall be deemed removed from office on the day after the recall election and the vacancy filled as provided by this Charter.
- F. A separate recall petition, requiring two hundred fifty (250) signatures to initiate and seven hundred fifty (750) signatures to be certified, shall be required for each Councilor who is the subject of a recall; and, each said Councilor's recall shall be voted on as a separate question at the recall election.

Summary Explanation. The New Hampshire Attorney General's office has advised the Town and its legal counsel that, based on a court decision, it is the Attorney General's opinion that in New Hampshire, the legislature has not conferred the authority on municipalities to recall elected officials, and therefore Section 8.6 Recall of Councilors is unlawful and unenforceable. The

Attorney General's office recommends that the language in Section 8.6 be removed from the Charter.

15. Shall the municipality approve the charter amendment reprinted (summarized) below? Effective date July 1, 2104.

Amend section 10.12 Reorganization Plans by deleting the language that is crossed through and adding the language that is underlined.

#### Section 10.12. Reorganization Plans.

See Section 4.12. Except for those agencies established by this Charter or as otherwise prohibited by State law, the Council may reorganize, consolidate, or abolish any existing Town agency in whole or in part; establish new Town agencies and prescribe the functions of any Town agencies; provided that such action shall not eliminate the statutory duties of Town officials.

Summary Explanation: The authority and procedure for reorganizing town government and town departments is set forth in Section 4.12. This section should be deleted as reorganization is fully addressed in the amendment to Section 4.12. The New Hampshire Attorney General's office has approved this language.

16. Shall the municipality approve the charter amendment reprinted (summarized) below? Effective date July 1, 2014.

Amend section 10.13 Proposed Reorganization Plans by the Administrator by deleting the language that is crossed through and adding the language this is underlined.

#### Section 10.13. Proposed Reorganization Plans by the Administrator.

See Section 4.12. The Administrator shall prepare and submit to the council for its approval proposed reorganization plans which may, subject to applicable law and this Charter, reorganize, consolidate, or abolish any Town agency in whole or in part, or establish new Town agencies as he deems necessary or expedient. Such reorganization plans shall be accompanied by explanatory messages when submitted.

Summary Explanation: The authority and procedure for reorganizing town government and town departments is set forth in Section 4.12. This section should be deleted as reorganization is fully addressed by the amendment to Section 4.12. The New Hampshire Attorney General's office has approved this language.

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17. Shall the municipality approve the charter amendment reprinted (summarized) below? Effective date July 1, 2014.

Amend section 11.1. D, Capital Improvement Program Committee by deleting the language that is crossed through and adding the language that is underlined.

#### **D.Capital Improvement Committee.**

The Capital Improvement Program Committee shall include at least one member of the planning board and may include but not limited to other members of the planning board, the budget committee, or the town or city governing body.

E.D. CAPITAL IMPROVEMENT PROGRAM COMMITTEE. There shall be a Capital Improvement Program committee consisting of <u>up to</u> six members. The Town Council shall appoint one council member and one alternate, the Budget Committee shall appoint one budget committee member and one alternate, the School Board shall <u>be invited to</u> appoint one member and one alternate, and the Planning Board will appoint one planning board member and one alternate, all to serve for one year terms. Two <u>at large</u> members shall be appointed by the <u>Town</u> Council for a term not to exceed three years.committee. The CIP Committee shall appoint all exofficio members it feels are necessary to perform their duties subject to Town Council approval. The <u>Capital</u> Improvement Program Committee shall have all the powers granted to them under RSA 674:5 through 674:8.

Summary Explanation: This language clarifies the membership of the Capital Improvements Program Committee. The New Hampshire Attorney General's office has approved this language.

18. Shall the municipality approve the charter amendment reprinted (summarized) below? Effective date July 1, 2014.

Amend section 11. 1. H, Other Administrative Committees by deleting the language that is crossed through and adding the language that is underlined.

H.G. At least annually, the Town Council shall <u>invite meet with</u> the School Board to <u>a meeting</u> to discuss projects currently under discussion and anticipated activity for the coming year. (Amendment February 18, 1992., Art. 11, Sec. 11.1.A.) (Amendment May 9, 1995, Art. 11, Sec. 11.1.A and B) (Amendment May 13, 1997, Art. 11, Sec 11.1.C, D & E)

Summary Explanation: Clarifies that the manner in which the Town Council shall undertake to meet with the School Board annually to discuss matters. This language has been approved by the New Hampshire Attorney General's office.

Town of Newmarket, New Hampshire Expense Report <sup>a b</sup> For the Period Ended November 30, 2013

	Fiscal Year 2014				Percent of	Fiscal Year 2013				Percent of
Possesses Account Mumber Affolint DECERDTION	Rudoot	Month to Date	Year to Date Transactions	Balance Year	Budget	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget
	18,985.00	535.74		11,361.53	40%	18,985.00	1	1	11,907.03	37%
Town Administrator	175,187.00	20,428.16	77,933.98	97,253.02	44%	162,767.44	12,827.11	52,016.51	110,750.93	32%
Finance	209,685.00	17,227.84	97,716.75	111,968.25	47%	219,607.20	37,516.74	94,930.87	124,676.33	43%
Human Resources	1,363,233.67	45,130.31	497,016.84	866,216.83	36%	1,277,407.89	81,644.34	489,640.97	787,766.92	38%
Town Clerk/Tax Collector	182,130.00	13,678.54	56,722.34	125,407.66	31%	177,879.82	16,133.80	67,549.19	110,330.63	38%
Code Enforcement	63,908.00	4,851.95	26,878.62	37,029.38	42%	68,908.00	4,886.64	19,442.16	49,465.84	28%
Direct Assistance	64,200.00	2,164.58	11,792.16	52,407.84	18%	113,200.00	3,260.00	15,264.76	97,935.24	13%
Assessing	73,223.00	1,320.78	25,800.57	47,422.43	35%	74,784.80	1,612.70	22,488.86	52,295.94	30%
Legal	67,500.00	15,549.42	76,138.27	-8,638.27	113%	50,000.00	6,996.37	39,508.92	10,491.08	79%
Planning	120,113.00	8,003.95	41,935.32	78,177.68	35%	119,168.60	7,699.82	40,921.49	78,247.11	34%
Conservation Commission	1,941.00	0.00	0.00	1,941.00	%0	610.00	0.00	0.00	610.00	%0
Economic Development	2,000.00	0.00	3,500.00	-1,500.00	175%	2,000.00	0.00	0.00	2,000.00	%0
Debt Services	281,800.00	122,900.00	143,017.26	138,782.74	51%	286,050.00	0.00	0.00	286,050.00	%0
Information Technology	138,744.00	9,810.86	42,617.04	96,126.96	31%	128,244.16	7,347.65	34,815.71	93,428.45	27%
Channel 13	25,686.00	1,786.10	13,863.14	11,822.86	54%	20,685.60	1,650.00	8,662.50	12,023.10	45%
Police	1,263,503.33	89,678.90	479,536.15	783,967.18	38%	1,251,496.98	94,657.66	467,053.35	784,443.63	37%
Public Work's Administration	398,718.00	28,666.64	142,693.83	256,024.17	36%	427,413.65	26,056.79	131,080.83	296,332.82	31%
Roadway and Sidewalks	346,690.00	13,721.36	266,729.59	79,960.41	77%	344,215.00	3,414.48	227,178.82	117,036.18	%99
Street Lights	45,800.00	3,638.92	13,697.09	32,102.91	30%	45,000.00	3,777.04	14,156.62	30,843.38	31%
Bridge	500.00	0.00	0.00	500.00	_ %0	500.00	0.00	0.00	500.00	%0
Building and Grounds	451,050.00	30,054.99	142,476.18	308,573.82	32%	445,727.80	32,232.15	173,923.95	271,803.85	39%
Cemetery	35,915.00	1,835.02	13,986.01	21,928.99	39%	34,590.20	1,396.45	9,782.18	24,808.02	28%
Vehicle	189,860.00	15,340.56	54,310.88	135,549.12	78%	192,540.00	10,117.39	52,709.64	139,830.36	27%
Fire & Rescue	297,983.00	19,522.12	122,083.43	175,899.57	41%	304,590.20	33,210.40	128,768.17	175,822.03	45%

Emergency Management		1,950.00	0.00	0.00	1,950.00	%0	1,450.00	0.00	0.00	1,450.00	%0
Grants		67,048.00	0.00	15,033.00	52,015.00	22%	67,048.00	0.00	59,982.00	7,066.00	%68
Social Service Grants		40,400.00	0.00	28,800.00	11,600.00	71%	40,400.00	0.00	41,500.00	-1,100.00	103%
Contributions to Capital Reserves		279,256.00	0.00	0.00	279,256.00	%	281,701.00	0.00	0.00	281,701.00	%
	General Fund Total	6,207,009.00	465,846.74	2,401,901.92	3,805,107.08	39%	6,156,971.34	386,914.02	2,198,455.47	3,958,515.87	36%
Library		300,931.00	15,198.04	136,269.16	164,661.84	45%	284,130.49	33,214.80	129,930.67	154,199.82	46%
Recreation		387,053.00	23,536.25	197,050.88	190,002.12	51%	393,938.40	18,904.47	189,688.87	204,249.53	48%
Solid Waste		450,225.00	41,000.59	140,416.25	309,808.75	31%	441,577.00	32,633.52	154,104.71	287,472.29	35%
Water	90	848,597.00	24,320.58	172,546.35	676,050.65	20%	843,230.15	30,969.23	203,859.60	639,370.55	24%
Sewer		954,020.00	32,854.06	211,851.45	742,168.55	22%	948,195.61	53,059.87	301,048.70	647,146.91	32%
	Total Operating Budget	9,147,835.00	602,756.26	3,260,036.01	5,887,798.99	36%	9,068,042.99	555,695.91	3,177,088.02	5,890,954.97	35%

Town of Newmarket, New Hampshire Expense Report <sup>a b</sup> For the Period Ended November 30, 2013

			Fiscal Year 2014				ш	Fiscal Year 2013				,
		L					Percent of					Percent of
				Month to Date	Year to Date		Budget		Month to Date	Year to Date	Poly operior	Snent
Department	Account Number	ACCOUNT DESCRIPTION	Budget	Transactions	Transactions	Balance Year	Spent	Budget	Iransactions	ransactions	S SOO OO	20%
	01-401-100-0000	TC - ELECTED SALARIES	11,000.00	0.00	5,500.00	5,500.00	20%	11,000.00	0.00	3,300.00	מייסטייר א	70%
	01-401-103-0000	TC - PART-TIME	7,735.00	521.25	2,055.00	5,680.00	27%	7,735.00	00.788	1,461.23	00 050	%0
	01-401-190-0000	TC - TRAINING	250.00	0.00	0.00	250.00	%0	00.00	78 99	96.72	-96.72	%0
	01-401-202-0000	TC - GENERAL SUPPLIES	0.00	14.49		11 261 63	7007	18 985 00	476 49	79.770.7	11.907.03	37%
Town Council			18,985.00	535./4	/,623.4/	11,301.33	201	00.000.00	1			
	0000-101-000	TA - EIIII TIME SAI ABIES	128,437,00	9,510.31	54,732.68	73,704.32	43%	116,517.44	9,436.70	36,665.69	79,851.75	31%
	01-402-101-0000	TA DADT TIME SALABLES	3,000,00	282.26		147.00	%56	3,000.00	0.00	2,376.42	623.58	%62
	01-402-103-0000	TA - TRAINING/STAFF DEV	3.000,00	92.21		1,691.74	44%	3,000.00	111.58	111.58		4%
	01-402-130-0000	TA DOCTAGE	3,000,00	121.28		2,277.66	24%	3,000.00	165.10	924.59	2,075.41	
	01-402-201-0000	TA CENEDAL SUBBLIES	11 000 00	370.16	2	8,819.88	20%	11,000.00	835.66	4,070.85	6,929.15	
	01-402-202-0000	TA COMMUNICATION SERVICES	4 000 00	374.58		2.593.44	35%	4,000.00	306.34	1,142.31	2,857.69	
	01-402-301-0000	TA DI 168 (61 198 CD DETIONS	7 500 00	6 917 21		-453.32	106%	7,000.00	570.29	1,191.85	5,808.15	
	01-402-310-0002	TA A DOES/ SUBSCRIPTIONS	2 500 00	564.84		1.124.26	25%	2,500.00	0.00	1,835.53	664.47	73%
	01-402-310-0003	TA DOOKE	750.00	00 0		750.00	%0	750.00	0.00	182.50	567.50	24%
	01-402-310-0003		2 000 00	1 701 57	4.043.20	956.80	81%	5,000.00	1,158.94	2,259.31	2,740.69	7
	01-402-402-0000		4 500 00	543.74		3,766.24	16%	4,500.00	242.50	307.50	4,192.50	
	01-402-501-0000	00.0	2 500 00	0.00		1,875.00	25%	2,500.00	0.00	948.38	1,551.62	38%
	01-402-702-0000		175 187 00	20 428.16	77	97,253.02	44%	162,767.44	12,827.11	52,016.51	110,750.93	32%
TOWN Administrator			0000	716.67		3 816 65	35%	5.900.00	416.67	2,083.35	3,816.65	35%
	01-403-100-0000		00.008.6	75 410 57	u	77 347 47	42%	136,326,40	14.472.80	58,547.51	15	43%
	01-403-101-0000		00.00	VE.E1+,01	50	000	%0	40.580.80	3,147.22	16,133.21	24,447.59	40%
	01-403-103-0000	FINANCE - PART TIME SALARIES	0.00	8.6		95.0	4%	1.000.00	00.0	116.55	883.45	12%
	01-403-190-0000	FINANCE- TRAINING/STAFF DEVELOPMENT	1,000.00	0.00		26.702	34%	5 600 00		2	m	37%
	01-403-202-0000	FINANCE - GENERAL SUPPLIES	5,600.00			2,070,01	71%	2 300 00	•			20%
	01-403-301-0000	FINANCE - COMMUNICATIONS SERVICES	2,300.00	17:507		300.00	77.	200.002				
	01-403-310-0001	FINANCE - BUDGET COMMITTEE EXPENSE	200.00	0.00		200.002	%0	300.00			300.00	%0
	01-403-310-0002	FINANCE - DUES/SUBSCRIPTIONS	300.00	0.00	ŕ	300.00	200	600.00				
	01-403-402-0000		600.00	0.00	ć	V 050 00	245 245	26.000	19.30	15.38	11	4)
	01-403-703-0000	FINANCE - AUDIT	26,800.00	0.00		111 060 25	720	219 607 20	37 516.74		1	
Finance			209,685.00	17,227.84	9/,/10./3	111,306.23	7	27.00.017	1			
	01-404-150-0000	EMP BEN - FICA	117,246.00	7,442.29	45,674.81	71,571.19	39%	115,491.30				
	01-404-151-0000		43,099.00	2,745.28	16,168.37	26,930.63	38%	27,001.64	e,		ñ	
	01-404-152-0000	EMP BEN - PRE-EMPLOYMENT TESTING	1,000.00	0.00	75.00	925.00	%8	1,000.00				
	01-404-155-0000		450,709.00	4,035.90		246,131.65	45%	581,950.11	45,218.66			
	01-404-156-0000		434,215.67	28,659.06	150,963.55	283,252.12	35%	307,538.37	22,8	121	~	
	01-404-157-0000		0.00	0.00	00.00	0.00	%0	6,090.47			_	
	01-404-159-0000		30,603.00	2,311.09	11,121.79	19,481.21	36%	30,603.00	2,	ä		
	01-404-150-0000		115,899.00	-63.31	-637.61	116,536.61	-1%	88,548.00	4	9	ω	
	01-404-161-0000		10,919.00	0.00		10,919.00	%0	9,587.00			o,	
	01-404-152-0000		00.009	0.00	17	456.00	24%	655.00	0.00	57		ω.
	01-404-102-0000		50,000,00	0.00		50,000.00	%0	0.00				
	01.404-197-0000		15,525.00			15,525.00	%0	15,525.00			100	
	01-404-504-0006		91,418.00		89	7	74%	91,418.00		89,48		98%
	01-404-504-0007		2,000.00	0.00			46%	2,000.00				
Human Resources			1,363,233.67	45,130.31	1 497,016.84	866,216.83	36%	1,277,407.89	81,644.34	489,640.97	78,,766.92	

Page 4 of 21

Town of Newmarket, New Hampshire Expense Report <sup>ab</sup> For the Period Ended November 30, 2013

Particular   Par				Fiscal Year 2014				Percent of	Liscal Ical Fors				Percent of
0. deg. 0. deg			MOLIDIAN DECEMBER	Rudoot	Month to Date	Year to Date	Balance Year	Budget	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget Spent
5-50-000 TOTC - FURTHER SAMERS         2077-84.0         437-00 JUST-86.0         437-00 JUS	Jepartment	Account Number	ACCOON DESCRIPTION	nagen	Cionapolipii				•			440	100 mag 1
\$15500000000000000000000000000000000000		01-405-101-0000	TC/TC - FULL TIME SALARIES	107,784.00	4,375.00	23,094.01	84,689.99	21%	107,783.78	8,541.58	44,154.37	63,629.41	41%
\$500.0000 TCTCT. TRANINGSTRAYED FREEDMANT 1,414000 6.000 4,54400 1358.73 1370.000 6.000 6.000 13159.74 137530 137550 6.000 13524 135531 135500 13200		01-405-103-0000	TC/TC - PART TIME SALARIES	28,365.00	3,573.11	19,012.84	9,352.16	%19	30,053.04	1,955.91	11,264.24	18,788.80	37%
\$50.0000 TGTC-TOMNINGSTAFF DARLICAMENT 11,14500 0.000 1,385.79 1,381.73 1,317.00 0.000 1,382.70 1,381.73 1,381.		01-405-103-0070	TC/TC PT - ELECTION OFFICIALS	4,140.00	0.00	0.00	4,140.00	%0	7,290.00	2,325.00	3,525.00		
\$500.000 TOTCT-CROCKARENIAL SPANISER 1,125.00 1,110.24 1,		01-405-190-0000	TC/TC - TRAINING STAFF DEVELOPMENT	3,170.00	0.00	358.37	2,811.63	11%	3,170.00	0.00	1,195.47	1,974.53	
COLOR DIAGRAMINAL CATALOR STATEMENT CATALOR		01-405-201-0000	TC/TC - POSTAGE	11,436.00	143.80	1,296.76	10,139.24	11%	10,832.00	563.69	1,682.50	9,149.50	16%
SCRIPCIONO         TOTAL CENTRALISMENTIS         33.00.00         123.31         123.54.00         123.53         33.55.00         25.00.00         115.00         45.00.00         115.00         45.00.00         115.00 <th< td=""><td></td><td>01-405-201-1000</td><td>TC/TC - SPECIAL POSTAGE</td><td>0.00</td><td>1,210.24</td><td>1,672.80</td><td>-1,672.80</td><td>%0</td><td>00.00</td><td>986.76</td><td>1,335.31</td><td>-1,335.31</td><td>%0</td></th<>		01-405-201-1000	TC/TC - SPECIAL POSTAGE	0.00	1,210.24	1,672.80	-1,672.80	%0	00.00	986.76	1,335.31	-1,335.31	%0
5-50-0000         TCTC - COMMISSURGENERIC SHOULD         1,125.00         1,000.00         1,185.00 <t< td=""><td></td><td>01-405-202-2000</td><td>TC/TC - GENERAL SLIPPLIES</td><td>3.290.00</td><td>72.13</td><td>1,225.14</td><td>2,064.86</td><td>37%</td><td>3,265.00</td><td>52.37</td><td>597.74</td><td></td><td>18%</td></t<>		01-405-202-2000	TC/TC - GENERAL SLIPPLIES	3.290.00	72.13	1,225.14	2,064.86	37%	3,265.00	52.37	597.74		18%
5-10-0010         TCT-C-LEGEROSPERPONS         ESCO         40.00         255.00         755.00		01-405-301-0000	TC/TC - COMMUNICATION SERVICES	1,500.00	122.33	494.01	1,005.99	33%	1,600.00	115.02	464.00		29%
5.57.0007         TCT/C. CLENIOWEGENTANION         200.00         10.0         10.0         200.00		01-405-301-0000	TC/TC - DLIFS/SLIBSCRIPTIONS	650.00	40.00	190.00	460.00	75%	585.00	0.00	193.17		33%
CHORDON         TOTT-CELLIMMENT MARIES         113700         11197         211150         21151         1145         114500         114500         11450         21150		01-405-310-0002	TC/TC - ADVERTISING	200.00	0.00	0.00	200.00	%0	200.00	00.00	0.00		
6.00.000         CITCLE COLUMENTEN MATERIANCE         1370.00         1380.00         2667.72         2466.72         556.00         1136.00         255.00         1136.00         255.00         1136.00         1136.00         255.00         1136.00         250.00         1136.00         1136.00         250.00         1136.00         1136.00         250.00         1136.00         1136.00         250.00         1136.00 </td <td></td> <td>01-405-310-0070</td> <td>TC/TC - ELECTION/REGISTRATION</td> <td>3,125.00</td> <td>11.97</td> <td>211.97</td> <td>2,913.03</td> <td>7%</td> <td>6,575.00</td> <td>1,451.02</td> <td>2,735.09</td> <td></td> <td></td>		01-405-310-0070	TC/TC - ELECTION/REGISTRATION	3,125.00	11.97	211.97	2,913.03	7%	6,575.00	1,451.02	2,735.09		
5.500.000         T/TC. CODIECATIONE         2,500.000         12.46         133.2         2,460.00         13.46         1,65.00         0.00		01-405-402-0000	TC/TC - EQUIPMENT MAINTENANCE	1,370.00	130.00	260.72	1,109.28	19%	1,426.00	130.00	295.60		21%
CHORDON         CODE - FULL-TIME SALARIES         13,670,00         CODE - FULL-TIME SALARIES         25,000         CODE - CODINGARIA PURCHASE         13,670,540         CODE - CODINGARIA PURCHASE         13,670,540         CODE - CODINGARIA PURCHASE         13,670,540         10,500,00         CODE - CODE - FULL-TIME SALARIES         15,500,00         CODE - CODE - FULL-TIME SALARIES         15,500,00         CODE - FULL-TIME SALARIES         15,500,00         11,500,00         CODE - FULL-TIME SALARIES         15,500,00         11,500,00         1		01-405-702-0000	TC/TC - DEED RESEARCH	2,600.00	12.46	133.22	2,466.78	2%	2,600.00	12.45	106.70		4%
CHORDONO         TYTY C. PLANIMINE VALINE NAME         2,500,000         1,500,000         0,000         2,500,000         0         2,500,000         0         2,500,000         0         2,500,000         0         2,500,000         0         2,500,000         0         2,500,000         0         2,500,000         0 <td></td> <td>01-405-702-1000</td> <td>TC/TC - CODIFICATION</td> <td>12,000.00</td> <td>3,987.50</td> <td>00</td> <td>3,227.50</td> <td>73%</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td></td> <td></td>		01-405-702-1000	TC/TC - CODIFICATION	12,000.00	3,987.50	00	3,227.50	73%	0.00	0.00	0.00		
7-101-0000 CODE - FULL-TIME SALARIES 25.355.00 1.950.40 1.0546.60 14.460.40 43% 25.55.50 1.278.29 1.010.320.63 3.15.723.89 4		01-405-800-000	TC/TC - FOUIPMENT PURCHASE	2,500.00	0.00		2,500.00	%0	2,500.00	0.00	0.00		%0
01-407-101-0000 CODE - FULL-TIME SALARIES 55,555.00 1,590.40 0.00 40.00 1.00 1.00 1.00 1.00 1.00	Γown Clerk/Tax C	ollector		182,130.00	13,678.54	56,722.34	125,407.66	31%	177,879.82	16,133.80	67,549.19		38%
CLAGN STORT CODE - PARTTIME SALARIES         S		01-407-101-0000	CODE - FULL-TIME SALABLES	25,355.00	1,950.40	10,864.60	14,490.40	43%	25,355.00	2,325.40	10,102.62	15,252.38	40%
44.00.00         CODE-TRAINING         500.00         LOD         60.00         440.00         12%         500.00         10.00         490.00         10.00         490.00         10.00         29.90         44.00         12%         500.00         10.00         29.90         44.00         12%         300.00         10.00         29.90         44.00         10.00         10.00         20.90		01-407-103-0000	CODE - PART TIME SALARIES	35,053.00	2,768.04	15,037.67	20,015.33	43%	40,053.00	2,287.50	8,6	31	
0.1409-201-0000         CODE- POSTAGE         300.00         8.234         54.65         18%         300.00         11.25         40.70         259.30         1           0.407-201-0000         CODE- POSTAGE         1,000.00         88.29         64.61         88.32         64%         1,000.00         215.93         46.57         53.90         1           0.407-202-0000         CODE- GURRAL SUPPLIES         1,000.00         0.00 </td <td></td> <td>01-407-190-0000</td> <td>CODE - TRAINING</td> <td>200.00</td> <td>0.00</td> <td>60.00</td> <td>440.00</td> <td>12%</td> <td>200.00</td> <td>10.00</td> <td></td> <td></td> <td></td>		01-407-190-0000	CODE - TRAINING	200.00	0.00	60.00	440.00	12%	200.00	10.00			
0.407-202-000         CODE-CENNEAL SUPPLIES         1,000.00         88.99         64.11         838.82         64.84         1,000.00         32.59         145.73         465.71         1,500.00         26.24         46.71         838.82         1,000.00         32.50         131.93         88.82         4           01-407-301-000         CODE-TELEPHON         1,000.00         0.00		01-407-201-0000	CODE - POSTAGE	300.00	8.28	53.46	246.54	18%	300.00	11.25			14%
01-407-301-0000         CODE-TREPHONE         1,000.00         36.24         15%         1,000.00         3.25         131.50         9.88.50         1           01-407-301-0000         CODE-TREPHONE         500.00         0.00		01-407-202-0000	CODE - GENERAL SUPPLIES	1,000.00	88.99	641.18	358.82	64%	1,000.00	219.99			47%
01-407-702-000 CODE-DUE/SUBSCRIPTIONS SOON O 0.00 0.00 0.00 0.00 0.00 0.00 0.00		01-407-301-0000	CODE - TELEPHONE	1,000.00	36.24	146.71	853.29	15%	1,000.00	32.50			7
01-407-702-0000         CODE-LEQUIPMENT MAINTENANCE         200.00         0.00 <td></td> <td>01-407-310-0002</td> <td>CODE - DUES/SUBSCRIPTIONS</td> <td>200.00</td> <td>0.00</td> <td>75.00</td> <td>425.00</td> <td>15%</td> <td>200.00</td> <td>0.00</td> <td></td> <td></td> <td></td>		01-407-310-0002	CODE - DUES/SUBSCRIPTIONS	200.00	0.00	75.00	425.00	15%	200.00	0.00			
0.00         COE-LABTESTING         0.00		01-407-402-0000	CODE - EQUIPMENT MAINTENANCE	200.00	00.00	0.00	200.00	%0	0.00	0.00			
C1-408-193-0000   DIR ASSIST - PART-TIME SALARIES   26,878.662   37,029.38   42%   66,908.00   4,886.64   19,442.16   49,465.84   2		01-407-702-0000	CODE - LAB TESTING	0.00	00.0	0.00	0.00	%0	200.00	0.00	0.00		
01-408-103-0000         DIR ASSIST - PART-TIME SALARIES         20,800.00         1,435.00         7,036.64         13,763.36         34%         20,800.00         1,405.00         7,835.00         12,965.00         3           01-408-190-0000         DIR ASSIST - TERRINING/STAFF DEVEL         150.00         0.00         0.00         100         0.00	Code Enforcemen			63,908.00	4,851.95	26,878.62	37,029.38	45%	68,908.00	4,886.64	19,442.16		
0.408-315-0000         DIR ASSIST-TRAINING/STAFF DEVEL         150.00         0.00		01-408-103-0000	DIB ASSIST - PABT-TIME SALABIES	20,800.00	1,435.00		13,763.36	34%	20,800.00				
0.1408-315-0000         DIR ASSIST-GENERAL SUPPLIES         200.00         0.00         0.00         177.13         2.87         8           0.1408-202-0000         DIR ASSIST-GENERAL SUPPLIES         50.00         0.00         50.00         0.00         0.00         0.00         50.00         0.00         0.00         0.00         50.00         0.00		01-408-190-0000	DIR ASSIST - TRAINING/STAFF DEVEL	150.00	0.00		150.00	%0	00.00				
Diameter		01-408-202-0000	DIR ASSIST - GENERAL SUPPLIES	200.00	34.58		58.98	71%	200.00	0.00			
01-408-315-0038         DIR ASSIST - FOOD         2,000.00         0,00         2,000.00         0,00         2,000.00         0,00         2,000.00         0,00         2,000.00         0,00         2,000.00         0,00         0,000.00         0,00		01-408-310-0002	DIR ASSIST - DUES/SUBSCRIPTIONS	20.00	0.00		20.00	%0	50.00	0.00			
01-408-315-0039         DIR ASSIST - RENT         30,000.00         695.00         4,240.00         25,760.00         14%         60,000.00         1,855.00         6,380.25         53613.75         1           01-408-315-0040         DIR ASSIST - EECTRICITY         3,000.00         0.00         374.50         2,625.50         12%         8,150.00         0.00         664.38         7,485.62         1         7,485.62         1         7,485.62         1         1         1,485.00         0.00		01-408-315-0038	DIR ASSIST - FOOD	2,000.00	0.00		2,000.00	%0	4,000.00	0.00			
01-408-315-0040         DIR ASSIST - ELECTRICITY         3,000.00         0.00         374.50         2,625.50         12%         8,150.00         0.00         664.38         7,485.62           01-408-315-0041         DIR ASSIST - HEAT         3,000.00         0.00		01-408-315-0039	DIR ASSIST - RENT	30,000.00			25,760.00	14%	60,000.00	1,855.00			
01-408-315-0041         DIR ASSIST - HEAT         3,000.00         0.00         3,000.00         0.00         3,000.00         0.00 <td></td> <td>01-408-315-0040</td> <td>DIR ASSIST - ELECTRICITY</td> <td>3,000.00</td> <td></td> <td></td> <td>2,625.50</td> <td>12%</td> <td>8,150.00</td> <td>0.00</td> <td></td> <td></td> <td></td>		01-408-315-0040	DIR ASSIST - ELECTRICITY	3,000.00			2,625.50	12%	8,150.00	0.00			
01-408-315-0042         DIR ASSIST - MEDICAL         2,000.00         0.00         0.00         0,000.00         0.00         0,000.00         0.00         0,000.00         0.00         0,000.00         0.00         0,000.00         0.00         0,000.00         0.00         0,000.00         0.00         0,000.00         0.00         0,000.00         0.00         0,000.00         0.00         0,000.00         0.00         0,000.00         0.00         0,000.00         0.00         0,000.00         0.00         0,000.00         0.00         0,000.00         0.00         0,000.00         0.00         0,000.00		01-408-315-0041	DIR ASSIST - HEAT	3,000.00	0.00		3,000.00	%0	8,000.00	0.00			
01-408-315-0043         DIR ASSIST - MISCELLANEOULS         3,000.00         0.00         3,000.00         0.00         3,000.00         0.00         3,000.00         0.00         3,000.00         0.00         3,000.00         0.00         3,000.00         0.00         3,000.00         0.00         3,000.00         0.00         3,000.00         0.00         3,000.00         0.00         7,135.08         4,1376.92         1		01-408-315-0042	DIR ASSIST - MEDICAL	2,000.00	0.00		2,000.00	%0	9,000.00	0.00			
04.200.00         2,164.58         11,792.16         52,407.84         18%         113,200.00         3,260.00         15,264.76         97,935.24         1           01-409-101-0000         ASSESS - FULL TIME SALARIES         16,973.00         1,312.50         6,890.65         10,082.35         41,8         16,972.80         1,305.60         7,013.90         9,958.90         4           01-409-103-0000         ASSESS - PART TIME SALARIES         43,700.00         0.00         11,164.88         32,535.12         26%         48,512.00         0.00         7,135.08         41,376.92         1           01-409-103-0000         ASSESS - PART TIME SALARIES         500.00         0.00         11,164.88         32,535.12         26%         48,512.00         0.00         7,135.08         41,376.92         1           01-409-191-0000         ASSESS - PART TIME SALARIES         500.00         0.00         300.00         0.00         0.00         0.00         0.00         0.00         0.00         300.00         <		01-408-315-0043	DIR ASSIST - MISCELLANEOUS	3,000.00	0.00		3,000.00	%0	3,000.00	0.00			
ASSESS - FULL TIME SALARIES         16,973.00         1,312.50         6,890.65         10,082.35         41%         16,972.80         1,305.60         7,013.90         9,958.90         4           ASSESS - PART TIME SALARIES         43,700.00         0.00         11,164.88         32,535.12         26%         48,512.00         0.00         7,135.08         4,376.92         1           ASSESS - TRAINING         300.00         0.00         300.00         0.00         1,376.99         65%         500.00         0.00         813.08         -313.08         1           ASSESS - PROSTAGE         2,600.00         0.00         8.28         169.03         2,436.97         7%         500.00         0.00         813.08         -313.08         1           ASSESS - GENERAL SIPPLIES         1,000.00         0.00         1,000.00         0.00         284.95         60.00         400.00         0.00         400.00         0.00         400.00         0.00         400.00         0.00         400.00         0.00         400.00         0.00         400.00         0.00         400.00         0.00         284.95         615.05         615.05         615.05         615.05         615.05         615.05         615.05         615.05         615.05	Direct Assistance			64,200.00	2,164.58	11,792.16	52,407.84	18%	113,200.00	3,260.00	15,264.76		
ASSESS - PART TIME SALARIES         48,700.00         0.00         11,164.88         32,535.12         26%         48,512.00         0.00         7,135.08         41,376.92         1           ASSESS - TRAINING         300.00         0.00         0.00         0.00         0.00         0.00         300.00           ASSESS - PROSTAGE         2,600.00         0.00         8.28         169.03         2,430.97         7%         500.00         0.00         813.08         133.08         14           ASSESS - PROSTAGE         2,600.00         0.00         0.00         1,000.00         0.00         22.15         141.85         383.15         2           ASSESS - PROSTAGE         1,000.00         0.00         0.00         1,000.00         0.00         0.00         400.00         0.00         400.00         0.00         400.00         0.00         400.00         0.00         284.95         284.95         615.05         3		01-409-101-0000		16,973.00	1,312.50		10,082.35	41%	16,972.80	1,305.60	400		
ASSESS - TRAINING  ASSESS - TRAINING  ASSESS - PARINING  ASSESS - POSTAGE  S00.00  0.00  326.01  173.99  65%  500.00  0.00  813.08  -313.08  141.85  358.15  2450.50  0.00  1,000.00  0.00  1,000.00  0.00  1,000.00  0.00  0.00  0.00  0.00  1,000.00  0.00  1,000.00  0.00  1,000.		01-409-103-0000		43,700.00	0.00	н	32,535.12	79%	48,512.00	0.00	7,1		
ASSESS - MILEAGE 500.00 0.00 326.01 173.99 65% 500.00 0.00 813.08 -313.08 14 ASSESS - POSTAGE 2,600.00 8.28 169.03 2,430.97 7% 500.00 22.15 141.85 358.15 2 ASSESS - GENERAL SUPPLIES 1,000.00 0.00 0.00 1,000.00 0% 400.00 0.00 0.00 400.00 400.00 ASSESS - DUES/SUBSCRIPTIONS 900.00 0.00 0.00 0.00 900.00 0% 900.00 284.95 284.95 615.05 3		01-409-190-0000	ASSESS - TRAINING	300.00	0.00		300.00	%0	300.00				
ASSESS - POSTAGE 2,600.00 8.28 169.03 2,430.97 7% 500.00 22.15 141.85 358.15 2 ASSESS - GENERAL SUPPLIES 1,000.00 0.00 0.00 1,000.00 0% 400.00 0.00 0.00 400.00 ASSESS - DUES/SUBSCRIPTIONS 900.00 0.00 0.00 900.00 0% 900.00 284.95 284.95 615.05		01-409-191-0000	ASSESS - MILEAGE	200.00			173.99	%59	200.00			200	
ASSESS - GENERAL SUPPLIES 1,000.00 0.00 0.00 1,000.00 0% 400.00 0.00 0.00 400.00 400.00 ASSESS - DUES/SUBSCRIPTIONS 900.00 0.00 0.00 900.00 0% 900.00 284.95 284.95 615.05 3		01-409-201-0000		2,600.00			2,430.97	7%	200.00		Ä		
ASSESS - DUES/SUBSCRIPTIONS 900.00 0.00 0.00 900.00 0% 900.00 284.95 284.95 615.05		01-409-202-0000		1,000.00			1,000.00	%0	400.00				
		01-409-310-0002	9 1776 	900.00			900.00	%0	900.00				

Page 5 of 21

Town of Newmarket, New Hampshire

<u>Expense Report <sup>ab</sup></u>

For the Period Ended November 30, 2013

			Fiscal Year 2014				_	Fiscal Year 2013				
							Percent of					Percent of
				Month to Date	Year to Date		Budget		Month to Date	Year to Date		Budget
Denartment	Account Number	ACCOUNT DESCRIPTION	Budget	Transactions		<b>Balance Year</b>	Spent	Budget	Transactions	Transactions B	Balance Year	Spent
and an and a	01-409-407-0000	01-409-407-0000 ASSESS - SOFTWARE	00.0	0.00		0.00	100%	6,700.00	0.00	7,100.00	-400.00	106%
Assessing			73,223.00	1,320.78	25,800.57	47,422.43	35%	74,784.80	1,612.70	22,488.86	52,295.94	30%
	01.410.602.0000	01-410-603-0000   EGA  -   EGA  EXPENSES	67.500.00	15.549.42	76,138.27	-8,638.27	113%	50,000.00	6,996.37	39,508.92	10,491.08	79%
egal	700 011		67,500.00	15,549.42	76,138.27		113%	50,000.00	6,996.37	39,508.92	10,491.08	79%

Town of Newmarket, New Hampshire Expense Report. <sup>ab</sup> For the Period Ended November 30, 2013

			Fiscal Year 2014					Fiscal Year 2013				
							Percent of					Percent of
		NO LANGUAGE AND COLUMN	+027010	Month to Date	Year to Date	Ralance Year	Budget	Budget	Month to Date Transactions	Year to Date Transactions	Balance Year	Budget
Department A	Account Number	ACCOUNT DESCRIPTION	pageng	Iransacuons	Hallsactions	Dalance Ical	1000	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				
	01-411-101-0000	DIAN - FILL TIME SALARIES	94.668.00	7.362.18	39,151.45	55,516.55	41%	94,668.60	7,282.20	37,768.33	56,900.27	40%
	01 111 102 0000	DIAN DARTTIME SALABIESM	3 000 00	000	732.96	2.267.04	24%	3,000.00	0.00	767.01	2,232.99	79%
, (	01 411 100 0000	DIAN TRAINING/STATE DEVELOPMENT	2 500 00	522 90	522.90	1.977.10	21%	2,500.00	0.00	156.65	2,343.35	%9
٠ د	0000-100-100-100	DIANI BOSTAGE	2,000,00	47.51	444 78	1 555 22	22%	1.500,00	56.85	832.59		29%
, (	1 111 201 0000	STIGOTO TO THE STIGOTO	200000	17.50	CT ANA 72	1 595 28	30%	2.000.00	87.12	332.26	1,667.74	17%
	01-411-702-0000	PLAN - GENERAL SOPPLIES	2,000.00	900	000	00.000,0	%0	4 000 00	000	0.00		%0
٠	01-411-202-0054	PLAN - MAPPING SUPPLIES	4,000.00	00.0	00.0	200001	80	00.000	70.04	105 75		330%
٥	01-411-301-0000	PLAN - COMMUNICATIONS SERVICES	00.009	53.86	218.06	381.94	36%	900.00	48.25	135.22		500
	01-411-310-0002	PLAN - DUES/SUBSCRIPTIONS	9,345.00	0.00	388.00	8,957.00	4%	8,900.00	0.00	0.00		%0
	01-411-310-0003	PLAN - ADVERTISING	2,000.00	0.00	72.45	1,927.55	4%	2,000.00	225.40			43%
Planning			120,113.00	8,003.95	41,935.32	78,177.68	35%	119,168.60	7,699.82	40,921.49	78,247.11	34%
	0000 201 217 100	CON COMMA DI PECORDING SECRETARY	1 000 00	00 0	0.00	1.000.00	%0	0.00	0.00	0.00	0.00	%0
	0000-001-014-10		0000	000		00 08	%0	60.00	00.0	0.00	00.09	%0
٠	01-413-201-0000	CON COMINI - POSTAGE	00.00	0.00	0.0	00.00	200	00.001			•	
٠	01-413-202-0000	CON COMM - GENERAL SUPPLI	200.00	0.00	0.00	200.002	80	100.00				
_	01-413-310-0002	CON COMM - DUES/SUBSCRIPT	390.00	0.00	0.00	390.00	%5	250.00				
	01-413-702-0000	CON COMM - CONTRACTED SERVICES	291.00	0.00	0.00	291.00	%0	200.00				
Conservation Commission	ssion		1,941.00	0.00	0.00	1,941.00	%0	610.00	0.00	0.00	610.00	%0
,0	01-414-310-0000	ECON DEV - OPERATING EXPENSE	1,000.00	0.00	0.00	1,000.00	%0	1,000.00				
	01-414-702-0000	FCON DEV - CONTRACTED SERVIC	1.000.00	0.00	3,500.00	-2,500.00	320%	1,000.00	0.00	0.00		
Economic Development	ent		2,000.00	0.00	3,500.00	-1,500.00	175%	2,000.00	0.00	00:00	2,000.00	%0
	01-418-950-0000	DEBT SER - PRINCIPLE	236,000.00	122,900.00	122,900.00	113,100.00	25%	236,000.00	0.00		236,000.00	
	01 119 951 000	DERT SER - INTEREST	45 800 00	0.00	20.117.26	25,682.74	44%	50,050.00	0.00	0.00	50,050.00	0%
Debt Services	0000-106-014-10		281,800.00	122,900.00	143,017.26	138,782.74	51%	286,050.00		0.00	286,050.00	%0
	430 101 0000	MAIS - CITIL TIME SALABLES	64 094 00	5 078.92	26.401.83	37,692.17	41%	64,094.16	4,930.32	25,884.18	38,209.98	40%
- 5	01 120 103 0000	MAIS DABT TIME SALABLES	3 000 00	000	000	3,000.00	%0	3.000.00	0.00	28.83	71.176,2	1%
- \$	01-420-103-0000	MIS - FANT HINE SALEMES	2,000,00	130 91	130 91	1.869.09	7%	2,000.00	7	42.18	3 1,957.82	2%
- 1	01-420-130-0000	MIS - INALINING	2 500 00	306.23		1.703.35	32%	2,500.00	e	1,041.44		42%
	01-420-202-0000	MAIS CONTRACTION SERVICE	1 100 00	50.08		859.12	22%	1,100.00	0.00		7 960.13	13%
	01-420-501-0000	MIS - COMMISSION SERVICE	250.00	00'0		125.00	20%	250.00		144.98	3 105.02	28%
	01 420 407 0000	MIS - SOFTWARE MAINT	45 800 00	1 995.00	9	39,116,90	15%	45,800.00		4,780.97	7 41,019.03	
	01 420 409-0000	MAIS - BEDAIRS/MAINT	4 000 00	720.00		1,858.38	54%	4,000.00	706.52	1,456.52		
	01-420-414-0000	MIS - SOFTWARE LICENSES	4.500.00	0.00		4,500.00	%0	4,000.00	1,296.74	1,296.74	1 2,703.26	32%
	01-420-702-0000	MIS - VENDOR SUPPORT	1.500.00	0.00		1,500.00	%0	1,500.00	0.00		0 1,500.00	
_	01-420-800-0000	MIS - NEW FOLIPMENT	10,000,00	1,579.72	6,09	3,902.95	61%	00:0	0.00	0.00		
Information Technology	ogy		138,744.00	9,810.86	42,617.04	96,126.96	31%	128,244.16	7,347.65	34,815.71	1 93,428.45	27%
	01-421-103-0000	CHANNEL 13 PART TIME SALARIES	20,686.00	1,786.10	8,905.69	11,780.31	43%	20,685.60	1,650.00	8,662.50	0 12,023.10	42%
	01-421-202-0000	CHANNEL 13 MISC EQUIPMENTS	5,000.00	00.0			2370	00.0	20 1	33 6	12 023 10	
Channel 13			25,686.00	1,786.10	13,863.14	11,822.86	%40	70,685.50				

Page 7 of 21

Town of Newmarket, New Hampshire <u>Expense Report <sup>ab</sup></u> For the Period Ended November 30, 2013

Agenty         Transcation         Secure 3         S	
392,125.20         389,125.20         389,125.20         389,125.20         389,125.20         389,23.20	ACCOUNT DESCRIPTION Budget Tran
38,602.3         66,957.07         36,400.00         96,400.00         13,435.85         15,444.47         4,434.86         15,444.47         4,434.86         15,444.47         4,434.86         15,444.47         4,434.86         15,444.47         4,434.86         15,444.47         4,434.86         15,444.47         4,434.86         15,444.47         4,434.86         15,444.47         4,434.86         15,444.47         4,434.86         15,444.47         4,434.86         15,444.47         4,434.86         15,444.47         4,434.86         12,444.86         1,434.86         1,4	,RIES 990,513.33
1,448.8.7         2,500.00         4,639.5.2         1,543.4.5         1,544.8.4         4,534.5.6         1,554.4         4,534.5.6         1,554.4         4,534.5.6         1,554.4         4,534.5.         1,550.00         1,550.00         1,550.00         2,500.00	
0.00         0.500         0.500         0.2500	IE SALARIES
17.58         182.15         99         200.00         3.83.55         73.45         126.45           4.750.00         257.24         3.88         8.00.00         3.185.15         3.21.64         5.582.36           4.750.00         1.750.00         250.00         0.00         2.200.00         500.00           1.750.00         1.750.00         776.00         700.00         3.200.00         2.200.00         500.00           1.750.00         1.750.00         776.00         700.00         2.200.00	POLICE - MEDICAL 2,500.00  2,500.00  10,000.00
227.48         8,572.52         3.8         8,800.00         3,1831.5         5,582.36         5,582.36           1,750.00         750.00         750.00         0.00         2,250.00         250.00         500.00           1,750.00         1,550.00         3,64.48         4,600.00         2,250.00         250.00         250.00         250.00           5,00         1,550.00         3,64.48         1,633.22         250.00         2,500.00         2,500.00         2,500.00         2,500.00         2,500.00         2,500.00         2,500.00         2,500.00         2,500.00         2,500.00         2,500.00         2,500.00         2,500.00         2,500.00         2,500.00         2,500.00         2,500.00         2,500.00         3,500.00         <	
4,550,00         250,00         34%         4,500,00         0.00         2,250,00         200,00           1,750,00         1,550,00         376         2,500,00         0.00         2,250,00         250,00           5,00         1,350,00         376         2,500,00         0.00         2,250,00         250,00           1,072         1,350,00         37         2,500,00         0.00         3,648         1,632,82           1,072         4,257,30         2,500,00         0.00         1,048         1,932,82           1,1,24,70         4,257,34         2,500,00         0.00         1,683,42         3,814,83           1,24,70         4,257,34         2,500,00         0.00         1,683,42         3,814,83           1,24,70         4,257,34         2,500,00         0.00         1,683,42         3,814,83           1,25,22,57         2,500,00         0.00         1,683,42         3,814,83           1,25,00         2,500,00         0.00         1,132,00         3,814,83           1,25,00         2,500,00         0.00         1,132,00         3,814,83           1,25,00         2,500,00         0.00         1,132,00         1,240,00           1,25,00	80
1,750,00	IAL INCENTIVE
50.00         1,550.00         3%         2,000.00         0.00         346.48         1,633.28           110.78         4,290.06         33.6         5,67.18         1,932.82           110.78         4,293.22         18%         2,500.00         13.60         110.43         493.28           110.78         4,257.30         23%         5,600.00         0.00         1,685.42         3,814.58           1,726.70         4,257.31         3,900.00         2,694         111.193         388.07           4,756.21         10,743.79         28%         5,600.00         0.00         1,685.42         3,814.58           4,756.21         10,743.79         28%         15,000.00         2,693.38         11,316.02           0.00         4,756.10         0.00         2,472.21         1,079.49         18,293.88           1.20.00         0.00         4,933.88         1,175.00         0.00         2,000         2,000           2.254.16         9,584         1,500.00         0.00         3,602.19         1,316.00           2.254.6         2,774.36         4,500.00         0.00         3,602.19         1,316.00           2.254.6         2,772.20         0.00         2,000	POLICE - CLEANING ALLOWANCE 2,500.00
110,78	
110778         42872         188         600.00         13.60         110.49         4287.1           1,24270         4,257.30         298         500.00         26.94         111.04         489.51           1,24270         4,257.31         30%         500.00         26.94         111.04         489.51           1,24270         4,257.30         29%         500.00         26.94         111.09         381.48           4,756.43         15,200.00         0.00         1,630.00         43.80.00         1,11.09         388.07           4,756.00         2,755.00         28         2,000.00         0.00         2,000         4,190.00           1,250.00         2,755.00         28         2,000.00         0.00         1,200.00           2,225.64         2,774.36         45.84         1,500.00         0.00         1,200.00           2,225.64         2,774.36         45.8         1,500.00         0.00         1,200.00           2,225.64         2,774.36         45.8         1,500.00         0.00         1,200.00           2,225.64         2,774.36         45.80         1,500.00         0.00         1,200.00           2,225.64         2,774.89         1,450.00	JBLIC RELATIONS 2
1,242,49         3,523,51         2,530,00         2,634         1,242,00         3,523,51         3,500,00         2,634         1,1,336,02         3,500,00         4,133,60         3,500,00         4,133,60         3,500,00         4,133,60         3,500,00         4,133,60         3,500,00         4,133,60         3,500,00         4,133,60         3,500,00         4,133,60         3,500,00         4,133,60         3,500,00         4,130,00         4,130,00         4,130,00         4,130,00         4,130,00         4,130,00         4,130,00         4,130,00         4,130,00         4,130,00         4,130,00         4,130,00         2,200,00         4,130,00         2,200,00         4,130,00         2,200,00         4,130,00         3,120,00         4,130,00         3,120,00 <th< td=""><td></td></th<>	
14,796.43 15,237. 40% 30,300.0 2,509.4 11,215. 200.00 4,256.1 1,2794.4 15,237. 40% 30,300.00 4,393.6 3,683.9 11,316.02 1,000.00 4,256.1 1,000.00 4,256.1 1,2073.4 1,2	5
4,256.21         1,300.00         2,712.10         1,316.02           4,256.21         10,743.23         4,210.00         0.00         20.00         4,130.00           4,256.21         10,743.23         4,210.00         0.00         20.00         4,130.00           129.00         2,755.00         2,800.00         0.00         0.00         1,200.00           2,225.64         2,774.36         4,210.00         0.00         0.00         1,200.00           2,225.64         2,774.36         4,210.00         0.00         0.00         1,200.00           2,225.64         2,774.36         4,270.00         0.00         0.00         1,200.00           2,225.64         2,774.36         4,270.00         0.00         2,000.00         1,200.00           8.71         9,34.30         11,200.00         0.00         2,000.00         1,200.00           8.71         9,34.30         11,250.00         0.00         2,000.00         1,200.00           8.71         9,34.12         4,37.13         11,8         2,500.00         0.00         2,000.00           8.1,033.57         13,445.63         4,473.43         11,43.43         11,43.44         11,43.44         11,44.43.64         14,44.43.64	JPPLIES
0.00         4,210,00         0%         4,210,00         0,00         20,00         4,190,00           123,00         2,755,00         2%         2,800,00         0,00         2,800,00         2,800,00           254,16         945,84         1,200,00         0,00         0,00         1,200,00         1,200,00           2,225,64         2,774,36         2,8         1,500,00         0,00         3,602,13         1,200,00           2,225,64         2,774,36         195         15,000,00         0,00         3,602,13         1,200,00           3,10,10         2,489,90         11%         2,800,00         0,00         3,602,13         13,297,81           8,74         5,91,20         11%         2,800,00         0,00         3,602,13         13,297,81           8,74         11%         5,000,00         0,00         3,602,13         7,444,36         3,244,43,63           8,1,035,57         1,24,40,41         3,8%         1,251,496,38         94,557,66         447,03,43         16,390,11           8,000         2,000         0,00         0,00         3,602,10         1,250,00         1,200,00           8,000         2,000         0,00         3,602,10         1,390,01	POLICE - GASOLINE TO MAILUICATION SERVICES 15 000 00
45.00         2,755.00         2,800.00         0.00         2,800.00         2,800.00           129.00         5,871.00         2,800.00         0.00         0.00         2,800.00           2,245.6         2,871.00         2,8         1,200.00         0.00         0.00         1,200.00           2,225.64         2,774.36         4,975.64         2,743.6         4,970.6         1,200.00         0.00         1,200.00         1,200.00           310.10         2,489.90         11%         2,600.00         0.00         3,602.19         13,297.81           4,975.61         2,489.90         11%         2,600.00         0.00         3,602.19         13,297.81           4,975.62         2,489.90         11%         2,600.00         0.00         3,602.19         2,000.00           4,974.62         3,671.75         4,690.00         1,690.00         0.00         3,602.19         1,290.00           4,975.62         4,474.37         11%         5,000.00         1,639.10         4,630.00         2,200.00           5,994.34         8,193.66         4,27         14,188.00         834.69         4,443.43         16,443.69           8.88         9,112         4,27         1,418.00         <	
129.00         5,871.00         27         6,000.00         0.00         319.02         5,600.88           25,416         945.84         2,774.36         45%         1,200.00         0.00         2,029.07         12,970.03           4,979.64         2,774.36         45%         1,200.00         0.00         2,029.07         1,200.00           8,10.10         2,489.90         11%         2,800.00         0.00         3,602.19         1,200.00           8,71         2,899.90         11%         2,800.00         0.00         3,602.19         1,297.03           479,536.15         7,83,967.18         38%         1,251,496.98         94,657.66         467,053.35         784,443.63           479,536.15         7,83,367.13         38%         1,251,496.98         94,657.66         467,053.35         784,443.63           8,103.66         44,371.37         11%         55,000.00         1,639.17         63,486.43         360.00           5,994.34         8,193.66         427,413.60         834.69         4,434.63         9,839.71           8.88         91.12         97         14,188.00         834.69         4,348.63         9,839.71           8.88         91.12         41%         2,000	S
254.16         945.84         21%         1,200.00         0.00         1,200.00           2,225.64         2,774.36         45%         1,200.00         0.00         3,602.10         12,970.33           4,975.64         2,774.36         45%         15,000.00         0.00         3,602.10         12,970.33           310.10         2,489.90         11%         2,800.00         0.00         3,602.10         2,200.00           479,536.15         783,967.18         18%         1,251,496.88         94,657.66         467,053.35         784,443.63           479,536.15         783,967.18         38%         1,251,496.88         94,657.66         467,053.35         784,443.63           45,456.25         5,678.63         44,371.37         11%         550.00         1,639.17         6,299.35         48,706.65           8,1033.57         138,427.43         37%         237,813.60         14,340.64         74,423.49         163,390.11           8,00         9,112         9%         10,00.00         14,340.64         74,423.49         163,390.11           1,00         1,00         1,00         1,350.00         1,350.00         1,350.00           2,123.21         4,876.79         3,00         2,000.00<	POLICE - EQUIPMENT/FIELD SUPPLIES 6,000.00
2,225.64         2,774.36         45%         15,000.00         80.00         2,025.07         12,970.33           4,979.64         2,774.36         45%         15,000.00         0.00         3,602.19         13,297.81           3,10.1         2,489.90         13%         16,900.00         0.00         5,000.82         2,200.80           8,71         5,91.29         13%         1,251,496.98         94,657.66         467,053.35         784,443.63           45,456.25         54,712.75         148         1,251,496.98         94,657.66         467,053.35         784,443.63           81,0356.15         782,427.43         37%         25,000.00         1,639.17         6,299.35         48,700.65           81,0356.6         44,371.37         11%         55,000.00         1,639.17         6,299.35         48,700.65           81,0356.6         44,371.37         11%         55,000.00         0.00         63,989.37         48,700.65           81,0356.6         44,371.37         14,188.00         13,369.4         4,433.43.63         9,839.37         48,700.65         435.00         63,466.43         4,434.65         63,466.43         4,437.00         11,400.65         11,400.65         4,437.00         4,437.43         11,400.65 <td>POLICE - PRISONER EXPENSES 1,200.00</td>	POLICE - PRISONER EXPENSES 1,200.00
4,979,54         21,920,36         19%         15,900,00         0,00         5,902,20         2,200,80           310,10         2,489,03         13%         2,680,00         0,00         599,20         2,200,80           310,10         2,489,03         13%         1,251,496,98         94,657,66         467,053.35         784,443.63           479,536,15         783,967,18         38%         1,251,496,98         94,657,66         467,053.35         784,443.63           45,456,25         54,712.75         45%         104,412.05         7,705,30         40,925,62         63,486,43           81,938,67         138,427,43         37%         250,000         0.00         62,09         435,00.65           5,994,34         8,193,66         42%         14,188.00         834,69         4,434.63         9,839,37           8.88         91,12         9%         100,00         13,96         4,434.63         9,839,37           8.88         91,12         9%         100,00         13,96         4,434.63         9,839,37           8.88         91,12         9%         100,00         13,96         4,434.66         4,434.63         9,839,37           8.00         1,200,00         0 <t< td=""><td>ICE</td></t<>	ICE
310.10         2,489.90         11%         2,800.00         0.00         599.20         4,200.80           8.71         591.29         11%         2,800.00         0.00         500.00         500.00           475,55.15         783,967.18         38%         1,251,496.98         94,657.66         467,053.35         784,443.63         360.00           5,628.63         44,371.37         11%         55,000.00         1,639.17         6,299.35         48,700.65 <td< td=""><td>2</td></td<>	2
479,536.15         783,967.18         38%         1,251,496.98         94,657.66         467,053.35         784,443.63           45,456.25         54,712.75         45%         104,412.05         7,705.30         40,925.62         63,486.43           8,1033.57         138,477.43         37%         25,000.00         1,639.17         6,299.35         48,700.65           8,1033.57         138,427.43         37%         237,813.60         1,639.17         6,299.35         48,700.65           8,1033.67         43,377.43         37%         237,813.60         1,639.17         65.299.35         48,700.65           8,88         91.12         9%         100.00         0.00         65.00         435.00           2,388.95         3,401.05         41%         5,800.00         743.69         4,348.33         61.40           8.88         91.12         9%         100.00         13.95         38.60         61.40           8.88         91.12         9%         100.00         5,800.00         7,836.93         3,522.43           2,123.21         4,876.79         3,900.00         7,000.00         2,500.00         1,500.00         1,500.00           2,123.21         4,876.79         3,200.00         <	POLICE - PRINTING/PUBLISHING 2,800.00
45,456.25         54,712.75         458,625         54,712.75         45,86.25         63,486,43         63,486,43           5,628.63         44,371.37         11%         55,000.00         1,639.17         6,299.35         48,700.65           81,033.57         138,427.43         37%         237,813.60         14,340.64         74,423.49         163,390.11           0.00         500.00         0         65.00         434.66         34,274.39         485.00.11           5,994.34         8,193.66         42%         14,388.00         834.69         4,486.3         9,839.37           8.88         9,112         9%         7,000.00         743.69         2,277.57         3,522.43           2,123.21         4,876.79         30%         7,000.00         743.69         2,277.57         3,522.43           50.00         1,200.00         0         2,000.00         260.00         175.00         1,200.00         175.00           0.00         1,223.21         4,876.79         31%         2,400.00         260.05         2,000.00         175.00           142,693.83         2,56,024.17         36%         427,413.65         2,605.09         1,200.00         1,200.00           0.00         6,200	1,263,
5,628.63         44,371.37         11%         55,000.00         1,639.17         6,299.35         48,700.65           81,033.57         138,427.43         37%         237,813.60         14,340.64         74,433.49         163,390.11           0.00         500.00         500.00         0.00         65.00         435.00           5,994.34         8,191.6         42%         14,188.00         834.69         4,348.63         9,839.37           8.88         91.12         9%         100.00         13.95         38.60         61.40           2,388.63         3,401.05         41%         5,800.00         743.69         2,277.57         3,522.43           2,123.21         4,876.79         30%         7,000.00         510.10         2,082.62         4,917.38           9,000         1,200.00         0.0         2,000.00         250.00         175.00           0,00         1,223.21         4,876.79         30%         7,000.00         260.25         4,917.38           1,00         1,232.21         4,876.79         30%         7,000.00         260.25         4,917.38           1,00         1,223.21         3,800.00         3,200.00         3,200.00         3,200.30         3,200.3	PW ADMIN FULL TIME SALARIES 100,169.00
81,033.57 138,427.43 37% 237,813.60 14,340.64 74,423.49 163,390.11 0.00 500.00 0% 500.00 0.00 65.00 435.00 65.00 435.00 65.00 435.00 65.00 435.00 65.00 133.62 4.348.63 9.839.37 9.838.92 3.401.05 42% 14,188.00 134.69 2.277.57 3.522.43 9.839.37 0.00 1,200.00 1,200.00 0.00 25.00 175.00 0.00 25.00 175.00 0.00 1,200.00 0.00 25.00 175.00 1742,693.83 256,024.17 36% 427,413.65 26,056.79 131,080.83 296,332.82 1,1805.00 0.00 6,200.00 0.00 0.00 7,782.39 67,217.61 0.00 6,200.00 0.00 0.00 0.00 1,782.99 67,217.61 0.00 1,33692.48 13% 75,000.00 0.00 0.00 125,000.00 1,782.00 0.00 133,000.00 1,155.00 0.00 125,000.00 0.00 125,000.00 1,133,692.48 13% 1,125.00 0.00 125,000.00 0.00 125,000.00 0.00 1,155.00 0.00 1,155.00 0.00 1,155.00 0.00 1,155.00 0.00 1,155.00 0.00 1,155.00 0.00 1,155.00 0.00 1,155.00 1,155.00 0.00 1,155.0	PW ADMIN OVERTIME 50,000.00
0.00         0.00         500.00         0.00         65.00         435.00           1,1244         5,994.34         8,193.66         428         14,188.00         834.69         4,386.53         9,839.37           0,92         8.88         91.12         9%         14,188.00         834.69         4,386.53         9,839.37           80.71         2,398.95         3,401.05         41%         5,800.00         743.69         2,277.57         3,522.43           476.86         2,123.21         4,876.79         30%         7,000.00         510.10         2,082.62         4,917.38           0.00         50.00         1,200.00         0         26.02         25.00         175.00           0.00         50.00         1,200.00         0         2,400.00         26.02         4,917.38           28,666.64         142,693.83         255,024.17         36%         427,413.65         26,035.79         1,500.05           0.00         0.00         1,200.00         0         0         0         0         0           28,666.64         1,45,693.83         255,024.17         3,6%         427,413.65         2,600.00         1,782.39         6,7200.00           0.00 <td< td=""><td>PW ADMIN LABOR SALARIES 219,461.00</td></td<>	PW ADMIN LABOR SALARIES 219,461.00
1,124,44         5,994,34         8,193.66         42%         14,188.00         834.69         4,348.63         9,839,37           0,92         8,88         91.12         9%         100.00         13.95         38.60         61.40           8,671         2,398.95         3,401.05         41%         5,800.00         743.69         2,277.57         3,522.43           476.86         2,123.21         4,867.99         39%         7,000.00         50.00         25.00         175.00           0.00         50.00         1,200.00         0         2,400.00         269.25         550.24.3         3,522.43           28,666.64         142,693.83         256,024.17         36%         427,413.65         26,026.79         1,150.05         1,150.05           29,765.12         5,243.88         13%         75,000.00         0.00         7,782.39         67,217.61           9,765.12         6,220.00         0	STAFF DEVELOPIMEN
0.92         8.88         91.12         9%         100.00         13.95         38.60         61.40           806.71         2,398.95         3,401.05         41%         5,800.00         743.69         2,277.57         3,522.43           476.86         2,123.21         4,876.79         30%         7,000.00         510.10         2,082.62         4,917.38           0.00         50.00         1,200.00         0.00         25.00         175.00         175.00           2,866.64         142,693.83         256,024.17         36%         427,413.65         2,605.6         137.00         175.00           2,866.64         142,693.83         256,024.17         36%         427,413.65         2,605.6         137.080.83         296,332.82           2,866.74         3,721.95         3,212.95         3,221.36         3,221.38         <	S 14
2,338.55         3,401.05         41%         5,800.00         743.69         2,277.57         3,522.43           2,123.21         4,876.79         30%         7,000.00         7,43.65         4,917.38         3,522.43           2,123.21         5,800.00         260.00         0.00         175.00         175.00           0.00         1,200.00         0%         2,400.00         260.25         1,805.05           142,693.83         256,024.17         36%         427,413.65         26,056.79         131,080.83         296,332.82           3,212.95         7,287.05         31%         427,413.65         26,056.79         131,080.83         296,332.82           0,00         6,200.00         0.00         7,782.39         67,217.61         67,217.61           0,00         6,200.00         0.00         7,782.39         67,217.61         62,00.00           0,00         2,200.00         0.00         0.00         1,780.00         1,748.00           1,150.00         375.00         0.00         0.00         2,000.00         1,780.00           1,33,692.48         1,07%         1,25,000.00         0.00         1,748.00         1,000.00           1,33,692.48         1,07%         1,000	
2,123.11         4,876.79         30%         7,000.00         5,10.10         2,002.02         4,577.30           25.00         1,200.00         0%         250.00         175.00         175.00           0.00         1,200.00         0%         269.25         1,500.00         175.00           1,42693.83         256,024.17         36%         427,413.65         26,056.79         131,080.83         296,332.82           3,212.95         7,287.05         31%         9,500.00         927.21         2,290.08         7,203.32           9,765.12         65,224.88         13%         75,000.00         0.00         7,782.39         67,217.61           0.00         6,200.00         0         0         7,782.39         67,217.61           0.00         2,200.00         0         0         0         0         0           1,150.00         2,200.00         0         0         0         0         0         0           1,33,600.00         2,200.00         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0	
9,000         1,200,00         0,80         2,000         259,25         1,805,05           1,42,693-83         2,56,024.17         36%         427,413.65         26,056.79         131,080.83         296,332.82           3,212.95         7,287.05         31%         9,500.00         927.21         2,290.08         7,209.92           9,765.12         65,234.88         13%         75,000.00         0.00         7,782.39         67,217.61           0.00         6,200.00         0%         6,200.00         0.00         7,782.39         67,217.61           0.00         2,200.00         0%         2,000.00         0.00         7,782.39         67,217.61           1,150.00         2,200.00         0%         7,782.39         67,217.61         2,000.00           1,150.00         2,200.00         0         0         0         0         0         0           1,150.00         2,200.00         0 <td>RVICE 7</td>	RVICE 7
142,693.83         256,024.17         36%         427,413.65         26,056.79         131,080.83         296,332.82           3,212.95         7,287.05         31%         9,500.00         927.21         2,290.08         7,209.92           9,765.12         65,234.88         13%         75,000.00         0.00         7,782.39         67,217.61           0.00         6,200.00         0.00         7,782.39         67,217.61         6,200.00           1,150.00         6,200.00         0.00         7,782.39         67,217.61           1,350.00         2,200.00         0.00         7,782.39         67,217.61           1,350.00         2,200.00         0.00         377.00         1,748.00           1,33,200.00         377.00         1,748.00         1,748.00           1,3200.00         32,000.00         0.00         377.00         1,407.50           1,057.74         83%         6,120.00         0.00         5,065.06         1,054.94           0.00         11,550.00         0.00         1,950.00         1,050.00           3,825.00         -900.00         131,7         1,950.00         1,950.00	PW ADMIN DUES/MEMBERSHIPS 300.00
3,212.95         7,287.05         31%         9,500.00         927.21         2,290.08         7,209.92           9,765.12         65,234.88         13%         75,000.00         0.00         7,782.39         67,217.61           0.00         6,200.00         0%         6,200.00         0.00         7,782.39         67,217.61           0.00         2,200.00         0%         2,000.00         0.00         7,782.39         67,217.61           1,150.00         2,200.00         0%         2,000.00         0.00         7,000.00         2,000.00           1,150.00         2,200.00         0         0         377.00         1,748.00         1,748.00           133,692.48         1,057.74         83%         6,120.00         0.00         125,000.00         1,407.50           5,062.26         1,057.74         83%         6,120.00         0.00         5,065.06         1,054.94           0.00         11,550.00         -900.00         131,%         2,950.00         0.00         1,950.00         1,000.00	56
3,212.95 7,287.05 31% 9,500.00 927.71 7,292.39 7,209.72 7,209.72 7,209.72 7,209.72 7,209.72 7,209.72 7,209.72 7,209.72 7,209.72 7,209.72 7,209.72 7,209.72 7,209.72 7,209.72 7,200.00 0.00 0.00 7,782.39 67,217.61 7,209.72 7,200.00 0.00 0.00 0.00 0.00 2,000.00 1,31.50.00 377.00 1,748.00 1,32.00.00 1,32.84 10,706.00 0.00 125,000.00 1,748.00 1,32.00.00 1,32.84 6,120.00 0.00 8,592.50 1,407.50 7,000.00 11,550.00 0.00 11,550.00 1,250.00 1,	,
9,765.12 65,234.88 13% 75,000.00 0.00 7,782.39 67,217.61 0.00 0.00 0.00 0.00 7,782.39 67,217.61 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	PLIES
0.00         6,200.00         0%         6,200.00         0.00         6,200.00         6,200.00           0.00         2,200.00         0%         2,000.00         0.00         2,000.00         1,748.00           133,692.48         -8,692.48         107%         125,000         0.00         125,000.00         1,748.00           13,200.00         -3,200.00         132%         1,000.00         0.00         1,407.50         1,407.50           5,062.26         1,057.74         83%         6,120.00         0.00         5,065.06         1,054.94           0.00         11,550.00         0%         11,550.00         0.00         1,550.00           3,825.00         -900.00         131%         2,950.00         0.00         1,950.00	RDWY/SWK - WINTER SALT 75,000.00
0.00         2,200.00         0%         2,000.00         0.00         2,000.00         2,000.00           1,150.00         975.00         54%         2,125.00         0.00         377.00         1,748.00           133,692.48         1,07%         125,000.00         0.00         125,000.00         1,748.00           13,200.00         1,327.74         132%         0.00         8,525.50         1,407.50           5,627.26         1,057.74         83%         6,120.00         0.00         8,525.50         1,054.94           0.00         11,550.00         0%         11,550.00         11,550.00         1,054.94           3,825.00         -900.00         131%         2,950.00         0.00         1,950.00         1,000.00	RDWY/SWK - WINTER SAND 6,200.00
1,150.00         975.00         54%         2,125.00         0.00         377.00         1,748.00         1,748.00         1,748.00         1,748.00         1,748.00         1,748.00         1,748.00         1,748.00         1,748.00         1,748.00         1,748.00         1,748.00         1,748.00         1,748.00         1,00         1,748.00         1,00         1,748.00         1,00	RDWY/SWK - PAVEMENT MARKING 2,200.00
133,692.48         -8,692.48         107%         125,000.00         0.00         125,000.00         0.00         125,000.00         0.00         1,407.50           13,200.00         -3,200.00         132%         10,000.00         0.00         8,592.50         1,407.50         1,407.50           5,062.26         1,057.74         83%         6,120.00         0.00         5,065.06         1,054.94           0.00         11,550.00         0%         11,550.00         0.00         1,550.00         1,054.94           3,825.00         -900.00         131%         2,950.00         0.00         1,950.00         1,000.00	
13,200.00         -3,200.00         132%         10,000.00         0.00         8,592.50         1,407.50           5,062.26         1,057.74         83%         6,120.00         0.00         5,065.06         1,054.94           0.00         11,550.00         0%         11,550.00         0.00         11,550.00           3,825.00         -900.00         131%         2,950.00         0.00         1,950.00         1,000.00	12
0.00         5,062.26         1,057.74         83%         6,120.00         0.00         5,065.06         1,054.94           0.00         0.00         11,550.00         0.00         11,550.00         0.00         11,550.00           0.00         3,825.00         -900.00         131%         2,950.00         0.00         1,950.00         1,000.00	NT LEASE
0.00         11,550.00         0%         11,550.00         0.00         11,550.00           3,825.00         -900.00         131%         2,950.00         0.00         1,950.00         1,000.00	MAR
3,825.00 -900.00 131% 2,950.00 0.00 1,950.00 1,000.00	RDWY/SWK - CONTRACT WINTER EQU 11,550.00

Page 8 of 21

Town of Newmarket, New Hampshire <u>Expense Report <sup>a b</sup></u> For the Period Ended November 30, 2013

Month to Date   Month to Dat	Month to Date   Year to Date   Budget   Transactions   Transacti				Fiscal Year 2014				_	Fiscal Year 2013				
Unit Number         ACCOUNT DESCRIPTION         Budget         Transactions         Transactions         Transactions         Transactions         Transactions         Transactions         Balance Year         Spent         Month to Date         Year to Date           42-528-0000         ROWY/SWK - TREE SERVICE         3,000.00         700.00         1,300.00         1,700.00         43%         1,500.00         500.00         1,000.00           42-531-0000         ROWY/SWK - WEATHER SERVICE         2,070.00         1,500.00         2,070.00         0.00         2,070.00         0.00         2,070.00         0.00         2,000.00           42-704-0000         ROWY/SWK - NEINERRING         2,000.00         1,500.00         500.00         500.00         500.00         2,000.00         0.00         2,000.00           42-705-000         ROWY/SWK CONSTRUCTION         88,000.00         0.00         94,021.78         -6,021.78         107%         88,200.00         13,501.79         14,648.21           42-705-0000         ROWY/SWK CONSTRUCTION         346,590.00         13,721.36         26,721.36         77%         344,215.00         3,414.48         27,178.82         117,036.18	unt Number         ACCOUNT DESCRIPTION         Budget         Transactions         Transactions </th <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>Percent of</th> <th></th> <th></th> <th></th> <th></th> <th>Percent of</th>								Percent of					Percent of
unt Number         ACCOUNT DESCRIPTION         Budget         Transactions         Transactions         Transactions         Balance Year         Spent         Transactions         Transactions         Balance Year           42-528-0000         RDWY/SWK - TREE SERVICE         3,000.00         700.00         1,300.00         1,700.00         43%         1,500.00         500.00         1,000.00           42-531-0000         RDWY/SWK - WEATHER SERVICE         2,070.00         0.00         2,070.00         0%         2,070.00         0.00         2,070.00         0.00         2,070.00         0.00         2,000.00         0	unt Number         ACCOUNT DESCRIPTION         Budget         Transactions         Transactions </th <th></th> <th></th> <th></th> <th></th> <th>Month to Date</th> <th>Year to Date</th> <th></th> <th>Budget</th> <th></th> <th>Month to Date</th> <th>Year to Date</th> <th></th> <th>Budget</th>					Month to Date	Year to Date		Budget		Month to Date	Year to Date		Budget
42-528-0000 RDWY/SWK -TREE SERVICE 3,000.00 700.00 1,300.00 1,300.00 0.00 2,070.00 6.00 500.00 500.00 4.2-514-0000 RDWY/SWK -WEATHER SERVICE 2,070.00 0.00 0.00 2,070.00 0.00 2,070.00 2,070.00 2,070.00 2,070.00 4.2-704-0000 RDWY/SWK CONSTRUCTION 88,000.00 0.00 94,021.78 -6,021.78 107% 342,125.00 3,414.48 227,178.82 1	42-528-0000         RDWY/SWK - TREE SERVICE         3,000.00         700.00         1,300.00         1,700.00         43%         1,500.00         0.00           42-531-0000         RDWY/SWK - WEATHER SERVICE         2,070.00         0.00         0.00         2,070.00         0%         2,070.00         2,070.00           42-704-0000         RDWY/SWK - ENGINEERING         2,000.00         1,500.00         1,500.00         1,500.00         2,000.00         2,000.00         2,000.00           42-705-0000         RDWY/SWK CONSTRUCTION         88,000.00         13,721.36         266,728.59         79,960.41         77%         344,121.50         3,414.48         2	Department	Account Number	ACCOUNT DESCRIPTION		Transactions	_	<b>Balance Year</b>	Spent	Budget	Transactions	Transactions	Balance Year	Spent
42-531-0000 RDWY/SWK - WEATHER SERVICE 2,070.00 0.00 0.00 2,070.00 0% 2,070.00 2,070	42-531-0000 RDWY/SWK-WEATHER SERVICE 2,070.00 0.00 0.00 2,070.00 0% 2,070.00 2,070.0		01-442-528-0000	RDWY/SWK - TREE SERVICE	3,000.00	700.00	1	1,700.00	43%	1,500.00	0.00	200.00	1,000.00	33%
42-705-0000 RDWY/SWK CONSTRUCTION 88,000.00 1,500.00 1,500.00 500.00 75% 2,000.00 0.00 0.00 0.00 0.00 4.7.27 73,551.79 77,551.79 19,960.41 77% 344,215.00 3,414.48 227,178.82 1	42-704-0000         RDWY/SWK - ENGINEERING         2,000.00         1,500.00         1,500.00         1,500.00         2,000.00         0.00           42-705-0000         RDWY/SWK CONSTRUCTION         88,000.00         0.00         94,021.78         -6,021.78         107%         88,200.00         417.27           42-705-0000         RDWY/SWK CONSTRUCTION         346,690.00         13,721.36         266,725.59         79,960.41         77%         344,215.00         3,144.48         2		01-442-531-0000	RDWY/SWK - WEATHER SERVICE	2,070.00	0.00	0.00	2,070.00	%0	2,070.00	2,070.00	2,070.00	0.00	100%
42-705-0000 RDWY/SWK CONSTRUCTION 88,000.00 0.00 94,021.78 -6,021.78 107% 88,200.00 417.27 73,551.79 73,551.79 346,690.00 13,721.36 266,725,59 79,960.41 77% 344,215.00 3,414.48 227,178.82 1	42-705-0000 RDWY/SWK CONSTRUCTION 88,000.00 0.00 94,021.78 -6,021.78 107% 88,200.00 417.27 346,690.00 13,721.36 266,725.59 79,960.41 77% 344,215.00 3,414.48 2		01-442-704-0000	RDWY/SWK - ENGINEERING	2,000.00	1,500.00	1,500.00	200.00	75%	2,000.00	0.00	0.00	2,000.00	%
346,690,00 13,721.36 266,729,59 79,960,41 77% 344,215,00 3,414,48 227,178.82 1	346,690.00 13,721.36 266,729.59 79,960,41 77% 344,215.00 3,414.48 2		01-442-705-0000	RDWY/SWK CONSTRUCTION	88,000.00	0.00	94,021.78	-6,021.78	107%	88,200.00	417.27	73,551.79		83%
		Roadway and S	idewalks		346,690.00	13,721.36	266,729.59	79,960.41	77%	344,215.00	3,414.48	227,178.82	-	%99

Town of Newmarket, New Hampshire <u>Expense Report <sup>ab</sup></u> For the Period Ended November 30, 2013

Department Account Number 01-446-202-0000 01-446-302-0000 01-447-206-0000 01-448-101-0000 01-448-102-0000 01-448-302-0000 01-448-302-0000 01-448-302-0000 01-448-302-0000 01-448-302-0000 01-448-302-0000 01-448-302-0000 01-448-302-0000 01-448-302-0000 01-448-302-0000 01-448-302-0000	Account Number 01-446-202-0000 01-446-302-0000			Month to Date					Month to Date	Year to Date		Budget
	302-000	ACCOUNT DESCRIPTION	Budget	Transactions	Year to Date Transactions	Balance Year	Budget Spent	Budget		Transactions	<b>Balance Year</b>	Spent
Lights	302-0000	STREET LIGHT - FIXTURES	2,000.00	0.00	0.00	2,000.00	%0	00.0	0	207.73	1,792.27	10%
Lights		STREET LIGHT - ELECTRICITY	43,800.00	3,638.92	13,697.09	30,102.91	31%	43,000.00	3,777.04	13,948.89	29,051.11	32%
			45,800.00	3,638.92	13,697.09	32,102.91	30%	45,000.00	3,777.04	14,156.62	30,843.38	31%
	206-0000	BRIDGES - SIGNS	200.00	0.00	0.00	200.00	%0	500.00	00.00	0.00	200.00	%0
01-448-1 01-448-1 01-448-2 01-448-2 01-448-3 01-448-3 01-448-3			200.00	0.00	0.00	200.00	%0	200.00	0.00	0.00	200.00	%0
01-448-1 01-448-2 01-448-2 01-448-3 01-448-3 01-448-3 01-448-3	101-0000	BLD/GRNDS - FULL-TIME SALARIES	59,873.00	6,435.92	32,718.17	27,154.83	25%	59,872.80	4,120.32	23,401.90	36,470.90	39%
01-448-1 01-448-2 01-448-2 01-448-3 01-448-3 01-448-3 01-448-3	102-0000	BLD/GRNDS - OVERTIME	3,000,00	248.76	644.34	2,355.66	21%	3,000.00	1,063.35	3,089.53	-89.53	103%
01-448-3 01-448-3 01-448-3 01-448-3 01-448-3	103-0000	BID/GRNDS - PART TIME SALARIES	88,120.00	6,281.11	33,616.71	54,503.29	38%	86,252.00	5,244.51	33,237.17	53,014.83	39%
01-448-3 01-448-3 01-448-3 01-448-3	202-0000	BLD/GRNDS - GENERAL SUPPLIES	10,000.00	313.63	2,559.82	7,440.18	792	10,000.00	1,625.50	3,412.78	6,587.22	34%
01-448-3 01-448-3 01-448-3 01-448-3	01-448-302-0000	BLD/GRNDS - ELECTRICITY-TOWN HALL	10,500.00	804.48	3,782.32	6,717.68	36%	12,900.00	849.62	4,067.63	8,832.37	32%
01-448-3 01-448-3 01-448-3	302-0406	BLD/GRNDS - ELECTRICITY - PARKS	1,000.00	100.62	380.33	619.67	38%	1,200.00	112.55	423.17	776.83	35%
01-448-	01-448-302-0438	BLD/GRNDS - ELECTRICITY POLICE	11,000.00	814.80	3,674.81	7,325.19	33%	12,800.00	866.32	4,129.25	8,670.75	32%
01-448-3	01-448-302-0441	BLD/GRNDS - ELECTRICITY YOUNGS LANE	23,000.00	1,453.66	6,439.92	16,560.08	78%	25,600.00	1,755.39	8,220.59	17,379.41	32%
	01-448-303-0000	BLD/GRNDS - HEAT & OIL - TOWN HALL	16,200.00	1,236.00	3,791.53	12,408.47	23%	14,560.00	1,887.96	1,887.96	12,672.04	13%
01-448-3	01-448-303-0170	BLD/GRNDS - HEAT & OIL - HAND TUB	100.00	0.00	00:0	100.00	%0	100.00	0.00	0.00	100.00	%0
01-448-3	01-448-303-0438	BLD/GRNDS - HEAT & OIL - POLICE	3,762.00	279.19	279.19	3,482.81	%2	3,135.00	0.00	116.71	3,018.29	4%
01-448-3	01-448-303-0441	BLD/GRNDS - HEAT & OIL - YOUNGS LANE	40,000.00	867.98	1,663.29	38,336.71	4%	48,070.00	1,987.62	3,340.86	44,729.14	7%
01-448-3	01-448-304-0000	BLD/GRNDS - WATER/SEWER TOWN HALL	6,000.00	1,722.24	2,864.19	3,135.81	48%	3,100.00	2,236.95	3,004.50	95.50	826
01-448-3	01-448-304-0438	BLD/GRNDS - WATER/SEWER - POLICE	450.00	152.52	284.97	165.03	%89	400.00	09.66	221.10	178.90	25%
01-448-3	01-448-304-0441	BLD/GRNDS - WATER/SEWER - YOUNGS LAN	2,000.00	392.45	839.00	1,161.00	42%	1,600.00	391.30	796.65	803.35	20%
01-448-7	01-448-401-0110	BLD/GRNDS - YOUNGS LANE MAINT	12,000.00	839.14		8,287.15	31%	10,000.00	3,620.22	5,931.13	4,068.87	29%
01-448-7	01-448-401-0120	BLD/GRNDS - TOWN HALL MAINTENANC	12,000.00	2,707.06	8,158.54	3,841.46	%89	10,000.00	1,559.01	6,348.69	3,651.31	63%
01-448-	01-448-401-0125	BLD/GRNDS - ELEVATOR MAINTENANCE	2,000.00	75.00		1,700.00	15%	2,000.00	75.00	325.57	1,674.43	16%
01-448-4	01-448-401-0140	BLD/GRNDS - PARKS MAINTENANCE	6,000.00	1,175.61	-	4,101.11	32%	8,000.00	541.75	3,739.53	4,260.47	8/4
01-448-	01-448-401-0150	BLD/GRNDS - COMMUNITY CENTER MAI	10,000.00	17.35		9,083.37	%6	8,000.00	601.35	2,453,45	5,546.55	31%
01-448-	01-448-401-0151	BLD/GRNDS - COMM CTR ELECTRICITY	12,000.00	665.08		7,934.26	34%	14,875.00	799.22	4,777.12	10,097.88	32%
01-448-7	01-448-401-0152	BLD/GRNDS - COMM CENTR HEAT OIL	11,495.00	824.72	2,076.30	9,418.70	18%	11,913.00	0.00	139.26	11,773.74	1%
01-448-7	01-448-401-0160	BLD/GRNDS - BANDSTAND MAINTENANC	50.00		0.00	20.00	%0	20.00	0.00	0.00	20.00	%0
01-448-	01-448-401-0170	BLD/GRNDS - HAND TUB MAINTENANCE	300.00			217.71	27%	300.00	26.04	81.95	218.05	27%
01-448-	01-448-401-0175	BLD/GRNDS - DAM MAINTENANCE	3,000.00	1,5	1,6	1,344.42	25%	2,400.00	1,515.58	1,671.56	728.44	%0/
01-448-	01-448-401-0180	BLD/GRNDS - TOWN CLOCK MAINTENAN	700.00			692.36	1%	5,100.00	0.00	//1.66	4,328.34	15%
01-448-	01-448-401-0438	BLD/GRNDS - POLICE BUILDING MAINTENACI	4,500.00		r.	-1,376.04	131%	6,000.00	1,1/1.99	2,349.85	3,650.15	2 200
01-448-	01-448-402-0000	BLD/GRNDS - EQUIPMENT MAINTENANC	2,500.00	0.00		1,646.43	34%	4,000.00	0.00	1,197.26	2,802.74	30%
01-448-	01-448-405-0000	BLD/GRNDS - GROUNDS MAINTENANCE	30,000.00	1,091.00	7,6	20,254.21	32%	30,000.00	81.00	6,372.14	23,627.86	%T7
01-448-	01-448-533-0000	BLD/GRNDS - MOSQUITO CONTROL	60,000.00	0.00		60,000.00	%0	20,000.00	0.00	47,915.00	2,085.00	30%
01-448-1	01-448-800-0000	BLD/GRNDS - EQUIPMENT PURCHASE	9,500.00	0.00		-87.73	101%	200.00	0.00	499.98	0.02	100%
Building and Grounds			451,050.00	30,054.99	142,476.18	308,573.82	32%	445,727.80	32,232.15	173,923.95	271,803.85	39%
648	01-449-101-0000	CEM - FULL TIME SALABIES	17,815.00	1,404.80	7,375.20	10,439.80	41%	17,815.20	1,370.40	7,204.40	10,610.80	40%
01-449-	01-449-103-0000	CEM - PART TIME SALARIES	11,050.00	318.00		4,921.50	85%	8,775.00	0.00	1,872.00	6,903.00	21%
01-449-	01-449-202-0000	CEM - GENERAL SUPPLIES	200.00		253.36	246.64	21%	1,500.00	00:00	84.23	1,415.77	%9
01-449-	01-449-302-0000	CEM - ELECTRICITY	250.00		107.54	142.46	43%	200.00	26.05	121.55	78.45	61%
01-449-	01-449-402-0000	CEM - EQUIPMENT MAINT	800.00	0.00	121.41	678.59	15%	800.00	00.00	0.00	800.00	%0
01-449-	01-449-702-0000	CEM - CONTRACTED SERVICES	5,000.00		00.00	5,000.00	%0	2,000.00	0.00	0.00	5,000.00	%0
01-449-	01-449-800-0000	CEM - EQUIPMENT PURCHASE	200.00	0.00	0.00	200.00	%0	200.00	0.00	200.00	00:00	100%

Page 10 of 21

Town of Newmarket, New Hampshire Expense Report <sup>a b</sup> For the Period Ended November 30, 2013

	Fiscal Year 201	4				Iscal Year ZUL				
					Percent of					Percent of
		Month to Date	Year to Date		Budget		Month to Date Y	Year to Date		Budget
NC	Budget	Transactions	Transactions B	<b>Balance Year</b>	Spent	Budget	Transactions	Transactions	<b>Balance Year</b>	Spent

Town of Newmarket, New Hampshire Expense Report <sup>ab</sup> For the Period Ended November 30, 2013

Month to Date   Veartic								ו בו רבווו ס
0.1452-202-0000         VEHICLE - GENERAL SIPPLIES         3,000.00         10.232-203-000           0.1452-202-0000         VEHICLE - GENERAL SIPPLIES         1,600.00         4,888.02         9           0.1452-202-0000         VEHICLE - GENERAL SIPPLIES         1,600.00         4,888.02         9           0.1452-202-0000         VEHICLE - DIL         3,000.00         2,760.03         2,760.03           0.1452-203-0000         VEHICLE - VEHICLE MAINT PUBLIC WORKS         2,000.00         2,760.03         8           0.1452-403-0000         VEHICLE - VEHICLE MAINT PRE CALOR MAINT PUBLIC WORKS         2,000.00         4,432.24         10           0.1452-403-0000         VEHICLE - VEHICLE MAINT PRE CALOR MAINT PRE CALOR MAINT PRE CALOR MAINT PUBLIC WORKS         1,200.00         1,242.28         5           0.1452-403-0000         VEHICLE - VEHICLE MAINT PRE CALOR MAINT P		Buc Relence Year Sn	Budget	Rudoet	Month to Date	Year to Date	Ralance Year	Budget
2.202-0000 VEHICLE - GAGOLINE 1, 1, 160.00 0 4, 875.02 9 2.2210-0000 VEHICLE - GAGOLINE 1, 1, 160.00 0 1, 1, 330.81 8 2.2210-0000 VEHICLE - CADILINA LOT FILE 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,			15%	2 500 00	83.70	417 16	2 082 84	17%
2.2.210-0000         VEHICLE - DIESEL FUEL         41,160.00         1,330.81         8           2.2.210-0000         VEHICLE - CHULE         AMAINT         50,000.00         0.00         0.00           2.2.240-0000         VEHICLE - CHULE MAINT PREC         2,000.00         0.00         0.00         0.00           2.4.03-0406         VEHICLE - VEHICLE MAINT PREC         2,000.00         0.00         0.00         0.00           2.4.03-0406         VEHICLE - VEHICLE MAINT PREC         1,200.00         0.00         0.00         0.00           2.4.03-0406         VEHICLE - VEHICLE MAINT PREC         1,200.00         0.00         0.00         0.00           2.4.03-0406         VEHICLE - VEHICLE MAINT PREC         1,200.00         0.00         0.00         0.00           2.4.03-0406         VEHICLE - VEHICLE MAINT PREC         1,200.00         0.00	9.150.40	6.849.60	27%	16,000,00	2.226.76	9.784.95	6,215.05	61%
22-214-0000         VEHICLE - OIL         3,000.00         0.00           22-402-0000         VEHICLE - CRUIP MAINT         5,000.00         2,760.03         8           22-403-0000         VEHICLE - VEHICLE MAINT PUBLIC WORKS         48,000.00         4,482.24         10           22-403-00433         VEHICLE - VEHICLE MAINT PUBLIC         12,000.00         6,00         6,00           22-403-00438         VEHICLE - VEHICLE MAINT PUBLIC         12,000.00         1,224.28         10           22-403-00438         VEHICLE - VEHICLE MAINT PUBLIC         12,000.00         1,224.28         10           22-403-00438         VEHICLE - VEHICLE MAINT PUBLIC         12,000.00         1,224.28         10           22-403-00400         VEHICLE - VEHICLE MAINT PUBLIC         1,200.00         1,224.28         5           22-403-00400         VEHICLE - VEHICLE MAINT PUBLIC         1,200.00         1,224.28         5           23-200-0000         VEHICLE - EQUIP PURCHASE         1,200.00         1,224.28         5           21-103-0000         FIRE/RES - POST AGE         1,200.00         3,24.59         1           21-103-0000         FIRE/RES - POST AGE         1,200.00         3,24.59         1           21-103-0000         FIRE/RES - POST AGE         1,200.00 <td>8,018.78</td> <td>33,141.22</td> <td>19%</td> <td>39,840.00</td> <td>2,027.06</td> <td>7,082.50</td> <td>32,757.50</td> <td>18%</td>	8,018.78	33,141.22	19%	39,840.00	2,027.06	7,082.50	32,757.50	18%
12-402-0000         VEHICLE - VEHICLE MAINT PUBLIC WORKS         50,000.00         2,766.03         8           22-403-0000         VEHICLE - VEHICLE MAINT POLICE         2,000.00         4,482.24         10           22-403-0406         VEHICLE - VEHICLE MAINT POLICE         12,000.00         582.80         10           22-403-0461         VEHICLE - VEHICLE MAINT POLICE         12,000.00         582.80         10           22-403-0462         VEHICLE - VEHICLE MAINT POLICE         12,000.00         582.80         10           22-403-0461         VEHICLE - VEHICLE MAINT POLICE         12,000.00         582.80         10           22-403-0462         VEHICLE - VEHICLE MAINT POLICE         12,000.00         582.80         10           22-403-0406         VEHICLE - VEHICLE MAINT POLICE         12,000.00         582.80         10           22-403-0600         FIRE/RES - CULT TIME SALARIES         10,000.00         387.25         54           21-103-0000         FIRE/RES - CULT TIME SALARIES         100,000.00         387.25         11           21-202-0000         FIRE/RES - CHESER LEU         1,500.00         387.25         1           21-202-0000         FIRE/RES - CHESER LEUE         1,500.00         387.25         1           21-202-0000         FIRE	0.00	3,000.00	%0	3,000.00	0.00	707.22	2,292.78	24%
12-403-0000         VEHICLE - VEHICLE MAINT PUBLIC WORKS         48,000.00         4,482.24         10           22-403-0408         VEHICLE - VEHICLE MAINT REC         2,000.00         1,224.28         10           22-403-0438         VEHICLE - VEHICLE MAINT RIRE         1,200.00         1,224.28         10           22-403-0430         VEHICLE - VEHICLE MAINT RIRE         1,200.00         0.00         0.00           12-404-0000         VEHICLE - VEHICLE MAINT RIRE         1,200.00         0.00         0.00           12-00-0000         VEHICLE - VEHICLE MAINT RIRE         1,200.00         0.00         0.00           12-00-0000         VEHICLE - VEHICLE MAINT RIRE         1,200.00         0.00         0.00           12-00-0000         VEHICLE - RADIO MAINT         1,200.00         0.00         0.00           12-00-0000         REK/RES - POLITIME SALARIES         1,000.00         337.25         54           13-10-0000         REK/RES - POSTAGE         1,000.00         326.23         1           13-10-0000         REK/RES - POSTAGE         1,000.00         324.55         1           13-10-0000         REK/RES - POSTAGE         1,000.00         326.39         1           13-10-0000         REK/RES - POSTAGE         1,000.00         324	8,888.11	41,111.89	18%	50,000.00	1,138.39	6,387.78	43,612.22	13%
22-403-40406         VEHICLE - VEHICLE MAINT REC         2,000.00         0.00           22-403-40406         VEHICLE - VEHICLE MAINT POLICE         12,000.00         1,224.28         5           22-403-4040         VEHICLE - VEHICLE MAINT POLICE         1,200.00         0.00         5           22-404-0000         VEHICLE - VEHICLE MAINT POLICE         1,200.00         0.00         0.00           22-404-0000         VEHICLE - EQUIP PURCHASE         1,200.00         0.00         0.00           22-404-0000         VEHICLE - EQUIP PURCHASE         1,200.00         0.00         0.00           22-404-0000         FIRE/RES - OVERTINE         1,200.00         15,340.56         54           21-103-0000         FIRE/RES - OVERTINE         1,200.00         32.44         40           21-203-0000         FIRE/RES - OVERTINE         1,000.00         32.43         1           21-203-0000         FIRE/RES - OVERTINE         1,000.00         32.43         1           21-203-0000         FIRE/RES - OVERTINE         1,000.00         32.45         1           21-203-0000         FIRE/RES - MEDICAL SUPLIES         1,500.00         32.45         1           21-203-0000         FIRE/RES - OURSEL PREVAITONS         1,200.00         32.45         1	10,825.70	37,174.30	23%	48,000.00	3,027.18	14,077.44	33,922.56	73%
12-03-0438         VEHICLE - VEHICLE MAINT POUCE         12,000.00         1,224.28         5           12-403-0438         VEHICLE - VEHICLE MAINT FIRE         12,000.00         1,204.28         5           12-404-0000         VEHICLE - RADIO MAINT         1,200.00         0.00         0.00           12-200-000         FIRE/RES - FULL TIME SALARIES         18,683.00         15,340.56         54           13-102-000         FIRE/RES - FULL TIME SALARIES         12,000.00         15,340.56         54           13-102-000         FIRE/RES - FULL TIME SALARIES         100.00         736.21         55           13-102-000         FIRE/RES - FULL TIME SALARIES         100.00         32.24         40           13-102-000         FIRE/RES - PART TIME SALARIES         100.00         32.24         40           13-102-000         FIRE/RES - MEDICAL SUPLIES         15.000.00         32.24         40           13-102-000         FIRE/RES - MEDICAL SUPLIES         1,500.00         32.24         40           13-120-000         FIRE/RES - MEDICAL SUPLIES         1,200.00         32.24         11           13-120-000         FIRE/RES - MEDICAL SUPLIES         1,200.00         32.20         0.00           13-120-000         FIRE/RES - MUTUAL AID CONTRACT	695.00	1,305.00	35%	5,000.00	00.00	240.77		2%
12-03-0451         VEHICLE - VEHICLE MAINT FIRE         12,000.00         582.80         10           12-040-0000         VEHICLE - VEHICLE MAINT         1,200.00         0.00         0.00           12-040-0000         VEHICLE - RADIO MAINT         1,200.00         0.00         0.00           12-200-000         FIRE/RES - OVERTIME         189,860.00         15,340.56         54           13-1-103-000         FIRE/RES - OVERTIME         12,000.00         736.23         15,340.56         54           13-1-103-000         FIRE/RES - POSTAGE         10,000.00         3,124         40         40           13-1-103-000         FIRE/RES - GENERAL SUPPLIES         100,000         3,24         40         40           13-1-103-000         FIRE/RES - GENERAL SUPPLIES         10,000.00         3,24         40         3,24         40 <t< td=""><td>5,373.37</td><td>6,626.63</td><td>45%</td><td>14,000.00</td><td>1,554.71</td><td>6,924.52</td><td></td><td>49%</td></t<>	5,373.37	6,626.63	45%	14,000.00	1,554.71	6,924.52		49%
12-200-000         VEHICLE - RADIO MAINT         1,200-00         0.00           12-800-000         VEHICLE - RADIO MAINT         1,200-00         0.00           12-800-000         VEHICLE - EQUIP PURCHASE         1,590.00         0.00           12-101-0000         FIRE/RES - POLL TIME SALARIES         80,683.00         6,490.44         33           13-102-0000         FIRE/RES - PART TIME SALARIES         1,000.00         736.21         5           13-103-0000         FIRE/RES - PART TIME SALARIES         100.00         3.24         4           13-201-0000         FIRE/RES - POSTAGE         1,000.00         3.24         4           13-202-0000         FIRE/RES - MEDICAL SUPPLIES         1,500.00         324.59         1           13-202-0000         FIRE/RES - MEDICAL SUPPLIES         1,500.00         324.59         1           13-202-0000         FIRE/RES - MEDICAL SUPPLIES         1,500.00         3.24         3           13-202-0000         FIRE/RES - MEDICAL SUPPLIES         1,500.00         28.39         3           13-200-000         FIRE/RES - MEDICAL SUPPLIES         1,200.00         1,200.00         3           13-200-000         FIRE/RES - MER PREVENTION         1,200.00         2,200.00         3           13-200	10,637.22	1,362.78	%68	11,500.00	59.59	5,579.30		49%
12-800-0000         VEHICLE - EQUIP PURCHASE         1,500.00         0.00           12-800-0000         FIRE/RES - FULL TIME SALARIES         80,683.00         15,340.56         5           13-101-0000         FIRE/RES - FULL TIME SALARIES         12,000.00         736.21         3           13-102-0000         FIRE/RES - PART TIME SALARIES         10,000.00         736.23         4           13-102-0000         FIRE/RES - PART TIME SALARIES         10,000.00         397.25         4           13-102-0000         FIRE/RES - PART TIME SALARIES         100.00         35.24         4           13-102-0000         FIRE/RES - UNIFORMS         100.00         32.44         4           13-102-0000         FIRE/RES - ONSTAGE         100.00         32.44         4           13-102-0000         FIRE/RES - ONSTAGE         100.00         32.43         32.44           13-102-0000         FIRE/RES - ONSTAGE         1,000.00         32.43         32.44           13-10-0000         FIRE/RES - ONSTAGE ENERSE         1,500.00         32.24         32.44           13-10-0000         FIRE/RES - OUES/SUBSCRIPTIONS         1,200.00         0.00         0.00           13-10-0000         FIRE/RES - EQUIP PARTAL         1,200.00         0.00         0.00 <td>265.10</td> <td>934.90</td> <td>22%</td> <td>1,200.00</td> <td>0.00</td> <td>0.00</td> <td>1,200.00</td> <td>%0</td>	265.10	934.90	22%	1,200.00	0.00	0.00	1,200.00	%0
189,860.00   15,340.56   5	0.00	1,500.00	%0	1,500.00	0.00	1,508.00	-8.00	101%
31-101-0000         FIRE/RES - FULL TIME SALARIES         80,683.00         6,490.44         3           31-101-0000         FIRE/RES - OVERTIME         12,000.00         736.21         4           31-102-0000         FIRE/RES - PART TIME SALARIES         102,100.00         736.21         4           31-139-0000         FIRE/RES - TRAINING/STAFF DEVELOPMENT         18,000.00         33.44         4           31-202-0000         FIRE/RES - PORTAGE         1,000.00         324.59         32.45           31-202-0000         FIRE/RES - GENERAL SUPPLIES         1,000.00         324.59         32.45           31-202-0000         FIRE/RES - GASOLINE         1,000.00         272.76         66.89           31-202-0000         FIRE/RES - DIESEL FOLE         8,700.00         28.39         32.20           31-302-0000         FIRE/RES - DIESEL FOLE         8,700.00         20.00         32.01           31-302-0000         FIRE/RES - DIESEL FOLE         8,700.00         20.00         32.01           31-302-0000         FIRE/RES - FIRE PREVENTIONS         1,200.00         0.00         32.00           31-302-0000         FIRE/RES - HAZMAT         1,200.00         0.00         32.00           31-518-0000         FIRE/RES - EQUIP PURCHASE         2,000.00 <td>54,310.88</td> <td>135,549.12</td> <td>75%</td> <td>192,540.00</td> <td>10,117.39</td> <td>52,709.64</td> <td>139,830.36</td> <td>27%</td>	54,310.88	135,549.12	75%	192,540.00	10,117.39	52,709.64	139,830.36	27%
13-102-0000         FRE/RES - OVERTIME         12,000.00         736.21           13-102-0000         FRE/RES - PART TIME SALARIES         10,000.00         8,159.44         4           13-130-0000         FRE/RES - PART TIME SALARIES         100,000         926.23         324.59           13-130-0000         FRE/RES - UNIFORMS         10,000         926.23         324.59           13-202-0000         FRE/RES - MEDICAL SUPPLIES         6,500.00         324.59           13-202-0000         FRE/RES - MEDICAL SUPPLIES         1,500.00         28.39           13-202-0000         FRE/RES - MEDICAL SUPPLIES         4,500.00         272.76           13-202-0000         FRE/RES - FIRE PREVENTIONS         1,200.00         0.00           13-310-0002         FRE/RES - FIRE PREVENTIONS         1,200.00         0.00           13-310-0005         FRE/RES - HAZMAL         2,000.00         0.00           13-202-0000         FRE/RES - HAZMAL         2,000.00         0.00           13-203-0000	33,372.54	47,310.46	41%	81,478.80	6,206.40	27,210.40	54,268.40	33%
31-139-0000         FIRE/RES - PART TIME SALARIES         102,100.00         8,159.44         4           31-139-0000         FIRE/RES - TAAINING/STAFF DEVELOPMENT         18,000.00         397.25           31-139-0000         FIRE/RES - TAAINING/STAFF DEVELOPMENT         18,000.00         32.44           31-201-0000         FIRE/RES - FARINING/STAFF DEVELOPMENT         1,000.00         32.44           31-201-0000         FIRE/RES - GENERAL SUPPLIES         1,000.00         32.44           31-202-0000         FIRE/RES - MEDICAL SUPPLIES         1,500.00         28.39           31-202-0000         FIRE/RES - DIESEL FUEL         8,700.00         272.76           31-202-0000         FIRE/RES - DIESEL FUEL         8,700.00         272.76           31-202-0000         FIRE/RES - DIESEL FUEL         3,200.00         20.00           31-310-0020         FIRE/RES - DIESEL FUEL         3,200.00         20.00           31-310-0020         FIRE/RES - FUEL PREVENTIONS         1,200.00         0.00           31-310-0020         FIRE/RES - HAZMAT         1,200.00         0.00           31-518-0000         FIRE/RES - HAZMAT         2,000.00         0.00           31-530-0000         FIRE/RES - EQUIP PURCHASE         2,000.00         0.00           31-500-000	5,660.86	6,339.14	47%	11,000.00	1,478.35	5,470.91	5,529.09	20%
13-200-0000         FRE/RES - TRAINING/STAFF DEVELOPMENT         18,000.00         397.25           13-139-0000         FRE/RES - UNIFORMS         10,000.00         936.23           13-203-0000         FRE/RES - DOSTAGE         10,000.00         93.24           13-203-0000         FRE/RES - POSTAGE         100.00         3.24           13-203-0000         FRE/RES - MEDILES         1,500.00         66.89           13-203-0000         FRE/RES - DIESEL FUEL         8,700.00         28.99           13-203-0000         FRE/RES - DIESEL FUEL         8,700.00         28.99           13-203-0000         FRE/RES - DIES/SUBSCRIPTIONS SERVICES         4,500.00         1,283.39           13-303-0000         FRE/RES - COMMAUNICATION SERVICES         4,200.00         0.00           13-310-0025         FRE/RES - FIRE PREVENTION         1,200.00         0.00           13-310-0036         FRE/RES - FIRE PREVENTION         1,200.00         0.00           13-250-0000         FRE/RES - FIRE PREVENTION         1,200.00         0.00           13-250-0000         FRE/RES - FIRE PREVENTION         1,200.00         0.00           13-250-0000         FRE/RES - EQUIP PURCHASE         2,000.00         0.00           13-200-000         FRE/RES - EQUIP PURCHASE         2,0	40,763.40	61,336.60	40%	118,968.40	15,626.69	49,767.23	69,201.17	45%
11-133-0000         FRE/RES - UNIFORMAS         10,000.00         936.23           51-133-0000         FRE/RES - POSTAGE         10,000         3.24           51-201-000         FRE/RES - POSTAGE         6,500.00         3.24.59           51-202-0000         FRE/RES - MEDICAL SUPPLIES         1,600.00         28.99           51-203-0000         FRE/RES - MEDICAL SUPPLIES         1,600.00         28.99           51-203-0000         FRE/RES - DIESEL FUEL         8,700.00         28.99           51-203-0000         FRE/RES - DIESEL FUEL         8,700.00         28.99           51-303-0000         FRE/RES - DIES/SUBSCRIPTIONS         4,200.00         1,288.39           51-310-0002         FRE/RES - FIRE PREVENTION         1,200.00         0.00           51-310-0003         FRE/RES - FIRE PREVENTION         1,200.00         0.00           51-310-0005         FRE/RES - FIRE PREVENTION         1,200.00         0.00           51-310-0005         FRE/RES - FIRE PREVENTION         1,200.00         0.00           51-310-0006         FRE/RES - FIRE PREVENTION         1,200.00         0.00           51-350-0000         FRE/RES - EQUIP PURCHASE         2,000.00         0.00           51-300-0000         FRE/RES - EQUIP PURCHASE         2,000.00	5,233.21	12,766.79	73%	17,000.00	650.00	2,090.15	14,909.85	12%
13-201-0000         FIRE/RES - POSTAGE         100.00         3.24         1,1           13-202-0000         FIRE/RES - GENERAL SUPPLIES         6,500.00         354.59         1,1           13-202-0000         FIRE/RES - GENERAL SUPPLIES         1,500.00         28.99         1,1           13-202-0000         FIRE/RES - GASOLINE         1,500.00         28.99         1,1           13-202-0000         FIRE/RES - DESEL FUEL         8,700.00         28.99         1,2           13-202-0000         FIRE/RES - DUES/SUBSCRIPTIONS         4,200.00         272.76         2,2           13-310-0000         FIRE/RES - DUES/SUBSCRIPTIONS         4,200.00         0.00         2,2           13-310-0005         FIRE/RES - DUES/SUBSCRIPTIONS         1,200.00         0.00         2,2           13-310-0005         FIRE/RES - EQUIP PURCHASE         2,000.00         0.00         2,2           13-350-0000         FIRE/RES - EQUIP PURCHASE         20,000.00         0.00         2,2           13-300-000         FIRE/RES - EQUIP PURCHASE         20,000.00         0.00         0.00           13-300-000         FIRE/RES - EQUIP PURCHASE         20,000.00         0.00         0.00           13-300-000         FIRE/RES - EQUIP PURCHASE         20,000.00 <t< td=""><td>1,783.48</td><td>8,216.52</td><td>18%</td><td>7,000.00</td><td>1,737.00</td><td>5,742.87</td><td>1,257.13</td><td>85%</td></t<>	1,783.48	8,216.52	18%	7,000.00	1,737.00	5,742.87	1,257.13	85%
13-202-0000         FIRE/RES - GENERAL SUPPLIES         6,500.00         334.59           31-202-0000         FIRE/RES - GENERAL SUPPLIES         1,500.00         384.59           31-202-0000         FIRE/RES - GEASCI LUEL         1,600.00         28.39           31-203-0000         FIRE/RES - GASCI LUEL         8,700.00         28.39           31-203-0000         FIRE/RES - DES/SUBSCRIPTIONS         4,200.00         272.76           31-301-0000         FIRE/RES - DUES/SUBSCRIPTIONS         4,200.00         0.00           31-310-0000         FIRE/RES - DUES/SUBSCRIPTIONS         1,200.00         0.00           31-310-0000         FIRE/RES - EQUIP PAINT         2,200.00         0.00           31-310-0000         FIRE/RES - EQUIP PURCHASE         2,000.00         0.00           31-303-0000         FIRE/RES - EQUIP PURCHASE         2,000.00         0.00           31-300-0000         FIRE/RES - EQUIP PURCHASE         750.00         0.00           31-300-0000         FIRE/RES - EQUIP PURCHASE         2,000.00         0.00           31-300-0000         FIRE/RES - EQUIP PURCHASE         750.00         0.00           32-202-0000         FIRE/RES - EQUIP PURCHASE         2,000.00         0.00           32-202-0000         FIRE/RES - EQUIP PURCHASE	24.35	75.65	24%	75.00	2.99	23.05	51.95	31%
1.202-0000	1,065.37	5,434.63	16%	6,500.00	99.26	2,346.84	4,153.16	36%
11-203-0000 FIRE/RES - DIESEL FUEL 8,700.00 28.59.9 11-210-0000 FIRE/RES - DIESEL FUEL 8,700.00 550.19 11-210-0000 FIRE/RES - DIESEL FUEL 8,700.00 550.19 11-210-0000 FIRE/RES - PREMINION SERVICES 4,500.00 1,288.39 11-210-0000 FIRE/RES - FUER PREVENTION 1,200.00 0,00 11-215-0000 FIRE/RES - FIRE REVENTION 1,200.00 0,00 11-215-0000 FIRE/RES - EQUIP PURCHASE 20,000.00 0,00 11-215-0000 FIRE/RES - EQUIP PURCHASE 20,000.00 0,00 11-215-0000 FIRE/RES - EQUIP PURCHASE 20,000.00 0,00 11-200-0000 FIRE/RES - EQUIP PURCHASE 20,000 0,000 11-200-0000 FIRE/RES - EQUIP PURCHAS	1,//4.44	1,725.56	14%	00.000,6	1,431./3	2,014.33	0,103.03	27%
13-200-0000 FIRE/RES - JUGGLIANCE EXPENSES 0,000.00 272.76 13-301-0000 FIRE/RES - COMMUNICATION SERVICES 4,500.00 1,288.39 13-310-0000 FIRE/RES - DIES/SUBSCRIPTIONS 1,200.00 0,00 13-310-0000 FIRE/RES - FIRE PREVENTION 1,200.00 0,00 13-310-0000 FIRE/RES - HAZMAT 2,200.00 0,00 13-301-0000 FIRE/RES - FIRE PREVENTION 1,200.00 0,00 13-301-0000 FIRE/RES - FIRE PREVENTION 1,200.00 0,00 13-300-0000 FIRE/RES - FAZIANAL AID CONTRACT 1,200.00 0,00 13-300-0000 FIRE/RES - EQUIP PURCHASE 20,000.00 0,00 13-300-0000 FIRE/RES - MATTAINING/STAFF DE 750.00 0,00 13-300-0000 FIRE/RES	429.75	1,1/0.2/	27%	7 668 00	259 60	3 449 05	4 218 95	%57
31-301-0000         FIRE/RES - COMMUNICATION SERVICES         4,500.00         1,288.39           31-310-0002         FIRE/RES - DUES/SUBSCRIPTIONS         4,200.00         0.00           31-310-0005         FIRE/RES - FIRE PREVENTION         1,200.00         0.00           31-310-0005         FIRE/RES - FIRE PREVENTION         1,200.00         0.00           31-310-0000         FIRE/RES - FAZMAT         1,200.00         0.00           31-310-0000         FIRE/RES - HAZMAT         1,200.00         0.00           31-30-0000         FIRE/RES - EQUIP PURCHASE         2,000.00         0.00           31-30-0000         FIRE/RES - EQUIP PURCHASE         750.00         0.00           33-103-0000         EM - PART TIME SALARIE         750.00         0.00           33-103-0000         EM - TRAINING/STAFF DE         750.00         0.00           33-202-0000         EM - GENERAL SUPPLIES         1,950.00         0.00           30-313-0000         GRANTS - MEM DAY PARADE         2,000.00         0.00           30-313-0000         GRANTS - NAWMKT SENIOR CITIZENS         1,2500.00         0.00           30-315-0000         GRANTS - NAWMKT SENIOR CITIZENS         1,200.00         0.00           30-315-0000         GRANTS - NAWMKT SENIOR CITIZENS         1,20	2,807.18	-2,807.18	%6	0.00	868.08	2,491.44	•	%
3:130-0002         FIRE/RES - DUES/SUBSCRIPTIONS         4,200.00         0.00           5:1-310-0055         FIRE/RES - FIRE PREVENTION         1,200.00         0.00           5:1-310-0050         FIRE/RES - FIRE PREVENTION         1,200.00         247.50           5:1-518-0000         FIRE/RES - EQUIP PURCHASE         2,200.00         0.00           5:1-530-0000         FIRE/RES - EQUIP PURCHASE         20,000.00         0.00           5:1-300-0000         FIRE/RES - EQUIP PURCHASE         20,000.00         0.00           5:3-103-0000         FIRE/RES - EQUIP PURCHASE         750.00         0.00           5:3-103-0000         EM - PART TIME SALARIE         750.00         0.00           5:3-103-0000         EM - TRAINING/STAFF DE         750.00         0.00           5:3-202-0000         EM - GENERAL SUPPLIES         1,950.00         0.00           5:0-310-000         EM - GENERAL SUPPLIES         2,000.00         0.00           5:0-310-000         GRANTS - MEMMERT SUPPORT         1,5500.00         0.00           5:0-310-000         GRANTS - NWAMKT SENIOR CITIZENS         1,200.00         0.00           5:0-310-000         GRANTS - NWAMKT SINIOR CITIZENS         1,200.00         0.00	3,004.37	1,495.63	%29	3,900.00	143.36	2,492.40	1,407.60	64%
31-310-0055         FIRE/RES - FIRE PREVENTION         1,200.00         0.00           31-310-0000         FIRE/RES - EQUIP MAINT         12,500.00         247.50           31-518-0000         FIRE/RES - EQUIP MAINT         2,200.00         0.00           31-530-0000         FIRE/RES - HAZNAT         1,200.00         0.00           31-300-0000         FIRE/RES - EQUIP PURCHASE         20,000.00         0.00           31-300-0000         FIRE/RES - EQUIP PURCHASE         297,983.00         19,522.12         12           31-300-0000         EM - PART TIME SALARIE         750.00         0.00         0.00           33-100-0000         EM - TRAINING/STAFF DE         750.00         0.00         0.00           31-200-0000         EM - GENERAL SUPPLIES         1,950.00         0.00         0.00           30-813-0000         GRANTS - MEM DAY PARADE         2,000.00         0.00         0.00           30-813-0000         GRANTS - NWMKT ATHLETIC ASSOC         21,500.00         0.00         0.00           30-815-0000         GRANTS - NWMKT SENIOR CITIZENS         1,200.00         0.00         0.00           30-815-0000         GRANTS - NWMKT HISTORICAL SOCIETY         2,000.00         0.00         0.00	2,341.50	1,858.50	%95	3,000.00	279.00	2,059.00		%69
31-402-0000         FIRE/RES - EQUIP MAINT         12,500.00         247.50           31-518-0000         FIRE/RES - HAZMAT         2,200.00         0.00           31-530-0000         FIRE/RES - HAZMAT         1,200.00         0.00           31-530-0000         FIRE/RES - EQUIP PURCHASE         20,000.00         0.00           31-303-0000         FIRE/RES - EQUIP PURCHASE         297,983.00         19,522.12         12           33-103-0000         EM - PART TIME SALARIE         750.00         0.00         0.00           33-202-0000         EM - GENERAL SUPPLIES         450.00         0.00           30-812-0000         EM - GENERAL SUPPLIES         1,950.00         0.00           30-813-000         GRANTS - MEM DAY PARADE         2,000.00         0.00           30-813-000         GRANTS - WWMKT ATHETIC ASSOC         21,500.00         0.00           30-815-000         GRANTS - NWMKT SENIOR CTITZENS         1,200.00         0.00           30-815-0000         GRANTS - NWMKT HISTORICAL SOCIETY         2,000.00         0.00	0.00	1,200.00	%0	900,00	0.00	00.0	900,00	%0
31-518-0000         FIRE/RES - HAZMAT         2,200.00         0.00           31-530-0000         FIRE/RES - HAZMAT         1,200.00         0.00           31-800-0000         FIRE/RES - EQUIP PURCHASE         20,000.00         0.00           33-103-0000         EM - PART TIME SALARIE         750.00         0.00           33-103-0000         EM - TRAINING/STAFF DE         750.00         0.00           33-202-0000         EM - GENERAL SUPPLIES         450.00         0.00           30-813-0000         EM - GENERAL SUPPLIES         1,950.00         0.00           30-813-0000         GRANTS - MEM DAY PARADE         2,000.00         0.00           30-813-0000         GRANTS - NWMKT ATHEFICASSOC         21,500.00         0.00           30-815-0000         GRANTS - NWMKT SENIOR CTITZENS         1,200.00         0.00           30-815-0000         GRANTS - NWMKT SENIOR CTITZENS         2,000.00         0.00	9,452.87	3,047.13	%9/	14,500.00	952.29	9,878.58	4,621.42	%89
51-530-0000         FIRE/RES - MUTUAL AID CONTRACT         1,200.00         0.00           51-800-0000         FIRE/RES - EQUIP PURCHASE         20,000.00         0.00           51-800-0000         FIRE/RES - EQUIP PURCHASE         297,983.00         19,522.12         12           38-103-0000         EM - PART TIME SALARIE         750.00         0.00         0.00           38-202-0000         EM - GENERAL SUPPLIES         450.00         0.00           50-812-0000         EM - GENERAL SUPPLIES         1,950.00         0.00           50-812-0000         GRANTS - MEM DAY PARADE         2,000.00         0.00           50-813-0000         GRANTS - FESTIVAL SUPPORT         15,500.00         0.00           50-814-0000         GRANTS - NWMKT SENIOR CTITZENS         1,200.00         0.00           50-815-0000         GRANTS - NWMKT SENIOR CTITZENS         1,200.00         0.00           50-816-0000         GRANTS - NWMKT HISTORICAL SOCIETY         2,000.00         0.00	2,098.14	101.86	85%	2,200.00	0.00	0.00	2,200.00	%0
51-800-0000         FIRE/RES - EQUIP PURCHASE         20,000.00         0.00           53-103-0000         FIM. PART TIME SALARIE         750.00         0.00           53-202-0000         EM TRAINING/STAFF DE         750.00         0.00           53-202-0000         EM GENERAL SUPPLIES         450.00         0.00           50-812-0000         EM. GENERAL SUPPLIES         1,950.00         0.00           50-812-0000         GRANTS - MEM DAY PARADE         2,000.00         0.00           50-812-0000         GRANTS - FESTIVAL SUPPORT         15,500.00         0.00           50-813-0000         GRANTS - NWMKT SENIOR CITIZENS         1,200.00         0.00           50-815-0000         GRANTS - NWMKT SENIOR CITIZENS         1,200.00         0.00           50-816-0000         GRANTS - NWMKT HISTORICAL SOCIETY         2,000.00         0.00	220.00	980.00	18%	600.00	0.00	2,098.14	-1,498.14	320%
297,983.00 19,522.12 12 33-199-0000 EM - PART TIME SALARIE 756.00 0.00 33-202-0000 EM - TRAINING/STAFF DE 756.00 0.00 33-202-0000 EM - GENERAL SUPPLIES 1,950.00 0.00 3-202-0000 EM - GENERAL SUPPLIES 1,950.00 0.00 30-813-0000 GRANTS - MEM DAY PARADE 2,000.00 0.00 30-813-0000 GRANTS - FESTIVAL SUPPORT 15,500.00 0.00 30-813-0000 GRANTS - NWWMKT SENIOR CITIZENS 1,200.00 0.00 30-815-0000 GRANTS - NWWMKT SENIOR CITIZENS 1,200.00 0.00 30-815-0000 GRANTS - NWWMKT SENIOR CITIZENS 1,200.00 0.00	8,871.73	11,128.27	44%	20,000.00	2,893.18	10,260.65	9,739.35	51%
33-103-0000       EM - PART TIME SALARIE       750.00       0.00         33-1290-0000       EM - TRAINING/STAFF DE       750.00       0.00         33-202-0000       EM - GENERAL SUPPLIES       450.00       0.00         30-812-0000       EM - GENERAL SUPPLIES       1,950.00       0.00         30-812-0000       GRANTS - MEM DAY PARADE       2,000.00       0.00         30-813-0000       GRANTS - RESTIVAL SUPPORT       11,500.00       0.00         30-814-0000       GRANTS - NWMKT SENIOR CITIZENS       1,200.00       0.00         30-815-0000       GRANTS - NWMKT HISTORICAL SOCIETY       2,000.00       0.00	122,083.43	175,899.57	41%	304,590.20	33,210.40	128,768.17	175,822.03	45%
33-202-0000         EM - TRAINING/STAFF DE         750.00         0.00           13-202-0000         EM - GENERAL SUPPLIES         450.00         0.00           13-202-0000         EM - GENERAL SUPPLIES         1,950.00         0.00           10-812-0000         GRANTS - MEM DAY PARADE         2,000.00         0.00           10-813-0000         GRANTS - FESTIVAL SUPPORT         15,500.00         0.00           10-815-0000         GRANTS - NWMKT ATHETIC ASSOC         21,500.00         0.00           10-815-0000         GRANTS - NWMKT SENIOR CTITZENS         1,200.00         0.00           10-816-0000         GRANTS - NWMKT HISTORICAL SOCIETY         2,000.00         0.00	0.00	750.00	%0	750.00	0.00	0.00	750.00	%0
13-202-0000         EM - GENERAL SUPPLIES         450.00         0.00           13-202-0000         EM - GENERAL SUPPLIES         1,950.00         0.00           15-812-0000         GRANTS - MEM DAY PARADE         2,000.00         0.00           15-813-0000         GRANTS - FESTIVAL SUPPORT         15,500.00         0.00           15-814-0000         GRANTS - NWMKT ATHERIC ASSOC         21,500.00         0.00           15-815-0000         GRANTS - NWMKT SENIOR CITIZENS         1,200.00         0.00           15-816-0000         GRANTS - NWMKT HISTORICAL SOCIETY         2,000.00         0.00	0.00	750.00	%0	250.00	0.00	0.00	250.00	%0
1,950.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00	450.00	%0	450.00	0.00	0.00	450.00	%0
GRANTS - MEM DAY PARADE         2,000.00         0.00           GRANTS - FESTIVAL SUPPORT         15,500.00         0.00           GRANTS - NWMKT ATHLETIC ASSOC         21,500.00         0.00           GRANTS - NWMKT SENIOR CITIZENS         1,200.00         0.00           GRANTS - NWMKT HISTORICAL SOCIETY         2,000.00         0.00	0.00	1,950.00	%0	1,450.00	0.00	0.00	1,450.00	%0
GRANTS - FESTIVAL SUPPORT         15,500.00         0.00           GRANTS - NWMKT ATHLETIC ASSOC         21,500.00         0.00           GRANTS - NWMKT SENIOR CITIZENS         1,200.00         0.00           GRANTS - NWMKT HISTORICAL SOCIETY         2,000.00         0.00	1,333.00	667.00	%19	2,000.00	0.00	1,735.00	265.00	81%
GRANTS - NWMKT ATHLETIC ASSOC         21,500.00         0.00           GRANTS - NWMKT SENIOR CITIZENS         1,200.00         0.00           GRANTS - NWMKT HISTORICAL SOCIETY         2,000.00         0.00	8,500.00	7,000.00	22%	15,500.00	0.00	15,500.00	0.00	100%
GRANTS - NWMKT SENIOR CITIZENS         1,200.00         0.00           GRANTS - NWMKT HISTORICAL SOCIETY         2,000.00         0.00	0.00	21,500.00	%0	21,500.00	0.00	21,500.00	00.00	100%
GRANTS - NWMKT HISTORICAL SOCIETY 2,000.00 0.00	1,200.00	0.00	100%	1,200.00	0.00	00.00	1,200.00	%0
	2,000.00	0.00	100%	2,000.00	0.00	2,000.00	0.00	100%
20,748.00	0.00	20,748.00	%0	20,748.00	0.00	19,247.00		93%
GRANTS - VETERANS MEMORIAL 2,100.00 0.00	0.00	2,100.00	%0	2,100.00	0.00	0.00		%0
01-480-819-0000 GRANTS - NWMKT HANDTUB ASSOC. 2,000.00 0.00 2,0	2,000.00	0.00	100%	2,000.00	0.00	0.00	2,000.00	%0

Page 12 of 21

Town of Newmarket, New Hampshire Expense Report. <sup>3-b</sup> For the Period Ended November 30, 2013

						Percent of					Percent of
			Month to Date	Year to Date		Budget		Month to Date	Year to Date		Budget
Department Account Number	P ACCOUNT DESCRIPTION	Budget	Transactions	Transactions	Balance Year	Spent	Budget	Transactions	Transactions	<b>Balance Year</b>	Spent
01-481-910-0000	0 SS GRANTS - RICHIE MCFARLAND	2,000.00	0.00	2,000.00	0.00	100%	2,000.00	0.00	2,000.00	0.00	100%
01-481-913-0000	0 SS GRANTS - LAMPREY HEALTH CENTER	10,100.00	0.00	00'0	10,100.00	%0	10,100.00	0.00	10,100.00	0.00	100%
01-481-914-0000	0 SS GRANTS - AREA HOMEMAKERS	5,000.00	0.00	5,000.00	0.00	100%	5,000.00	0.00	5,000.00	0.00	100%
01-481-915-0000		3,000.00	0.00	3,000.00	0.00	100%	3,000.00	00.00	3,000.00	0.00	100%
01-481-916-0000	0 SS GRANTS - R.C.C.A.P.	9,000.00	0.00	9,000.00	0.00	100%	9,000.00	0.00	9,000.00	0.00	100%
01-481-917-0000		600.00	0.00	00.009	0.00	100%	600.00	0.00	600.00	0.00	100%
01-481-918-0000		1,200.00	0.00	1,200.00	0.00	100%	1,200.00	0.00	1,200.00	0.00	100%
01-481-919-0000		1,000.00	0.00	00.00	1,000.00	%0	1,000.00	0.00	0.00	1,000.00	%0
01-481-920-0000	0 SS GRANTS - SEACOAST MENTAL HEALTH	2,000.00	0.00	2,000.00	0.00	100%	2,000.00	0.00	2,000.00	0.00	100%
01-481-923-0000	0 SS GRANTS - LINKED TOGETHER	4,000.00	0.00	4,000.00	0.00	100%	4,000.00	0.00	4,000.00	0.00	100%
01-481-924-0000	0 SS GRANTS - ROCKINGHAM COUNTY NUTR	0.00	0.00	0.00	00.00	%0	0.00	0.00	3,600.00	-3,600.00	%0
01-481-925-0000	0 SS GRANTS - AIDS RESPONSE	200.00	0.00	00.00	200.00	%0	200.00	0.00	0.00	200.00	%0
01-481-926-0000	0 SS GRANTS - AMERICAN RED CROSS	1,000.00	0.00	1,000.00	0.00	100%	1,000.00	0.00	0.00	1,000.00	%0
01-481-929-0000	0 OTHER GRANTS - CHILD ADVOCACY CENTER	1,000.00	0.00	1,000.00	0.00	100%	1,000.00	0.00	1,000.00	0.00	100%
Social Service Grants		40,400.00	0.00	28,800.00	11,600.00	71%	40,400.00	00'0	41,500.00	-1,100.00	103%
01-490-900-0011	1 CAP RES - REVALUATION	40,000.00	0.00	0.00	40,000.00	%0	0.00	0.00	0.00	0.00	%0
01-490-900-0012	2 CAP RES - FIRE DEPARTMENT	50,000.00	0.00	0.00	50,000.00	%0	50,000.00	0.00	0.00	50,000.00	%0
01-490-900-0016	6 CAP RES - PUBLIC WORKS	130,000.00	0.00	0.00	130,000.00	%0	150,000.00	0.00	0.00	150,000.00	%0
01-490-900-0017	7 CAP RES - POLICE VEHICLES	47,256.00	0.00	0.00	47,256.00	%0	46,500.00	0.00	0.00	46,500.00	%0
01-490-900-0018		0.00	0.00	0.00	0.00	%0	8,700.00	0.00	0.00	8,700.00	%0
01-490-900-0019	9 CAP RES - BUILDING IMPROVEMENT	0.00	0.00	0.00	0.00	%0	26,500.00	0.00	0.00	26,500.00	%0
01-490-900-0021	1 CAP RES - RECREATION FACILITIES	2,000.00	0.00	00.00	2,000.00	%0	0.00	0.00	0.00	0.00	%0
01-490-900-0074	4 CAPITAL RESERVE POLICE DISPATCH EQUIP	0.00	0.00	00.00	0.00	%0	1.00	0.00	0.00	1.00	%0
01-490-900-0085	5 CAP RES - STORM WATER MANAGEMENT	10,000.00	0.00	0.00	10,000.00	%0	0.00	0.00	0.00	0.00	%0
Contributions to Capital Reserves		279,256.00	00:00	0.00	279,256.00	%0	281,701.00	0.00	0.00	281,701.00	%0
	General Fund Total	6.207.009.00	465 846 74	2 401 901 92	3 805 107 08	36%	6 156 971 34	386.914.02	2.198.455.47	3 958 515.87	36%

Town of Newmarket, New Hampshire Expense Report <sup>ab</sup> For the Period Ended November 30, 2013

			Fiscal Year 2014					Fiscal Year 2013				
		I		3	1 8		Percent of			1		Percent of
				Month to Date	Year to Date		Budget		Month to Date	Year to Date		Budget
Denartment	Account Number	ACCOUNT DESCRIPTION	Budget	Transactions	Transactions	<b>Balance Year</b>	Spent	Budget	Transactions	Transactions	<b>Balance Year</b>	Spent
2000	02-480-101-0000		55,904.00	3,923.06	53,129.60	2,774.40	%56	55,904.16	4,300.32	22,576.68	33,327.48	40%
	02-480-103-0000		111.112.00	6.053.92	35,672.47	75,439.53	32%	106,019.16	7,290.49	37,697.45	68,321.71	36%
	02-480-150-0000		10.355.00	617.60	5,447.16	4,907.84	23%	10,039.25	702.01	3,820.57	6,218.68	38%
	02-480-151-0000		2,422.00	144.46	1,273.97	1,148.03	23%	2,347.89	164.17	893.50	1,454.39	38%
	02-480-155-0000		15.497.00	0.00	3,856.91	11,640.09	25%	14,469.46	1,162.08	5,810.40	8,659.06	40%
	02-480-156-0000		6,021.00	422.52	5,722.05	298.95	85%	4,941.57	378.42	2,081.31	2,860.26	45%
	02-480-159-0000	LIBRARY - LIFE & DISABILITY	708.00	59.94	288.74	419.26	41%	708.00	49.96	285.80	422.20	40%
	02-480-160-0000		1.683.00	0.00	0.00	1,683.00	%0	702.00	0.00	00:00	702.00	%0
	02-480-190-0000		1.180.00	620.29	1.1	-17.79	102%	300.00	00'0	00:00	300.00	%0
	02 480 202 0000		2 000 00	335.33		3.009.31	40%	5,000.00	330.36	1,473.21	3,526.79	29%
	02 480 201 0000		1 500 00	107.36		1.071.89	29%	1,500.00	0.00	314.79	1,185.21	21%
	030-102-000		10,000,00	000	6	7 357 71	26%	10,000,00	861.40	3,389.57	6,610.43	34%
	02-480-302-0000		15 196 00	800.52	800.52	14.395.48	2%	10,400.00	771.80	771.80		7%
	02-490-303-0000		00.000	000	82.26	787 74	%	600.00		612.20		102%
	02-480-304-0000		36 195 00	931 84	σ	59 620 26	25%	35.000.00	1.3	6,456.89	28,543.11	18%
	02 480 310 0053		000	000		00.0	%0	1,195.00		0.00		%0
	02-480-310-0033	A COUNTY	8 750 00	1 733 95	7 443.80	1.306.20	85%	5,666.00		6,495.41		115%
	02-480-330-0000	1/22	250.00	0.00		250.00	%0	250.00	0.00	0.00	250.00	%0
	02-480-340-0000		2 000 00	130.75	9	1.361.27	32%	2,000.00	64.65	279.65	1,720.35	14%
	02-480-350-0000	- 150	8,000,00	330.50	2	5,902.65	26%	8,000.00	15,630.38	32,543.63	-24,543.63	407%
	02-480-402-0000		2,000.00	-514.00		2,153.85	-8%	3,500.00	155.00	423.84	3,076.16	12%
	07-480-504-0000		4,588.00	0.00	4	0.00	100%	4,588.00	0.00	3,708.97	879.03	81%
	02-480-800-0000		1,700.00	0.00		1,700.00	%0	1,000.00	0.00	295.00	705.00	30%
Library			300,931.00	15,198.04	136,269.16	164,661.84	45%	284,130.49	33,214.80	129,930.67	154,199.82	46%
	05-406-101-0000	RECREATION - FULL TIME SALARIES	143,975.00	11,295.82	59,518.80	84,456.20	41%	143,975.00	7,913.94	54,982.70	88,992.30	38%
	05-406-103-0000		125,273.00	3,695.44	83,090.86	42,182.14	%99	120,971.40	3,180.24	77,731.58	43,239.82	64%
	05-406-111-0000		1,000.00	0.00	70.00	930.00	7%	3,047.00	0.00	0.00		
	05-406-190-0000		3,425.00	100.00	•	3,255.00	2%	4,800.00	1,031.18	1,869.18	2,930.82	(F)
	05-406-191-0000		400.00	0.00		400.00	%0	400.00	0.00	29.97	370.03	7%
	05-406-192-0000		650.00	0.00	83.11	566.89	13%	735.00	16.03	107.49	627.51	15%
	05-406-201-0000		1,900.00	21.64	838.23	1,061.77	44%	1,900.00		803.73		42%
	05-406-202-0000		3,723.00	227.07	1,649.43	2,073.57	44%	3,923.00	371.57	1,051.43	2	27%
	05-406-202-0034		2,154.00	292.72		1,485.58	31%	796.00				%0
	05-406-202-0036		7,000.00	768.27	3,096.52	3,903.48	44%	6,204.00	***	2		44%
	05-406-301-0000	RECREATION - COMMUNICATION SERVICES	2,720.00	331.05	1,330.80	1,389.20		2,220.00			1,235.79	
	05-406-302-0001	RECREATION - FIELD LIGHTS	5,000.00	1,109.72	7	7		6,000.00	Н	7	m	
	05-406-310-0002		870.00	0.00			22%	870.00	13	m		
	05-406-310-0003	RECREATION - ADVERTISING	800.00	1,024.61	1,278.78	-478.78	160%	800.00				
	05-406-402-0000	RECREATION - EQUIPMENT MAINTENANCE/L	8,106.00	378.00			34%	8,106.00	01			33%
	05-406-501-0000	RECREATION - PRINTING & PUBLISHING	8,163.00	84.07	5,001.13		61%	7,763.00				41%
	05-406-508-0000	RECREATION - BUS TRIPS	38,027.00	177.75	22,909.63	15,117.37	%09	47,605.00	1,4	30	_	64%
	05-406-800-0000	RECREATION - EQUIPMENT PURCHASE	5,218.00	0.00	484.70	4,733.30	%6	3,874.00		126.96		3%
	05-406-902-0000	RECREATION - SUMMER CAMP	8,945.00	55.99	4,299.63	4,645.37	48%	9,145.00	,	4,236.76		46%
	05-406-902-0037	RECREATION - TEEN CAMP	2,532.00	0.00		1,669.02	34%	2,632.00				
	05-406-904-0000	RECREATION - SUNRISE SUNSET SR CTR	7,022.00	320.27	2,124.13		30%	8,022.00				
	05-406-906-0000	RECREATION - SPECIAL EVENTS	10,150.00	3,653.83			45%	10,150.00		4,163.13	_	41%
Recreation		i,	387,053.00	23,536.25	197,050.88	190,002.12	21%	393,938.40	18,904.47	189,688.87	204,249.53	48%

Page 14 of 21

Town of Newmarket, New Hampshire Expense Report <sup>ab</sup> For the Period Ended November 30, 2013

	בוזרמו וכמו לחד	*				LISCAL LEGI TOTS				
					Percent of					Percent of
		Month to Date	Year to Date		Budget		Month to Date Year to Date	Year to Date		Budget
unt Number ACCOUNT DESCRIPTION	Budget	Transactions	Transactions	Balance Year	Spent	Budget	Transactions	Transactions Transactions	<b>Balance Year</b>	Spent

Town of Newmarket, New Hampshire Expense Report <sup>ab</sup> For the Period Ended November 30, 2013

Department

Solid Waste

Page 16 of 21

Town of Newmarket, New Hampshire <u>Expense Report <sup>ab</sup></u> For the Period Ended November 30, 2013

			FISCAL TEAL 2014									
		i.					Percent of					Percent of
				Month to Date	Year to Date		Budget		Month to Date	Year to Date		Budget
Department	Account Number	Department Account Number ACCOUNT DESCRIPTION	Budget	Transactions	Transactions	<b>Balance Year</b>	Spent	Budget	Transactions	Transactions	<b>Balance Year</b>	Spent
	20-451-900-0000	0-451-900-0000 WATER - TRANSFER TO CAPITAL RESERVE		0.00		329,80	%0	359,800.00	0.00	0.00	359,800.00	ŏ
	20-451-950-0000	0-451-950-0000 WATER - BONDS & NOTES PRINCIPLE	53,732.00	0.00	53,732.00	0.00	100%	53,732.00	00.00	53,256.00	476.00	%66
	20-451-951-0000	0-451-951-0000 WATER - BONDS & NOTES INTEREST	1,456.00	0.00	1,455.66	0.34	100%	1,933.00	0.00	1,932.30	0.70	100%
	20-451-954-0000	20-451-954-0000 WATER - LAND ACQUISITION	20,000.00	0.00	0.00	20,000.00	%0	20,000.00	20,000.00	20,000.00	00:00	100
Water			848,597.00	24,320.58	172,546.35	676,050.65	20%	843,230.15	30,969.23	203,859.60	639,370.55	24%

Page 17 of 21

Town of Newmarket, New Hampshire Expense Report <sup>ab</sup> For the Period Ended November 30, 2013

							3-4					Dorront of
				Month to Date	Vear to Date		Rudget		Month to Date	Year to Date		Budget
Department	Account Number	ACCOUNT DESCRIPTION	Budget	Transactions	Transactions	Balance Year	Spent	Budget	Transactions	Transactions	<b>Balance Year</b>	Spent
	30-471-101-0000	WW - FULL TIME SALARIES	172,438.00	13,395.12	72,315.07	100,122.93	42%	172,715.00	13,109.04	65,278.07	107,436.93	38%
	30-471-102-0000	WASTEWATER - OVERTIME	17,000.00	1,194.45	5,370.32	11,629.68	32%	17,000.00	976.92	5,575.71	11,424.29	33%
	30-471-103-0000	WASTEWATER PART TIME SALARIES	23,530.00	00.00	00.00	23,530.00	%0	23,530.00	536.00	2,621.08	20,908.92	11%
	30-471-150-0000	WASTEWATER - FICA	13,281.00	714.99	4,258.53	9,022.47	32%	13,221.23	827.06	4,418.86	8,802.37	33%
	30-471-151-0000	WASTEWATER - MEDICARE	3,106.00	167.21	995.92	2,110.08	32%	3,092.06	193,43	1,033.40	2,058.66	33%
	30-471-155-0000	WASTEWATER - HEALTH INSURANCE	64,618.00	00.00	25,335.95	39,282.05	39%	60,334.00	4,796.08	23,980.44	36,353.56	40%
	30-471-156-0000	WASTEWATER - RETIREMENT	23,046.00	1,539.01	8,199.81	14,846.19	36%	15,944.32	1,239.53	6,647.41	9,296.91	45%
	30-471-159-0000	WASTEWATER - LIFE/DISABILITY INSURANCE	3,000.00	156.29	736.79	2,263.21	72%	3,000.00	123.45	725.25	2,274.75	24%
	30-471-160-0000	WASTEWATER - WORKERS COMPENSATION	4,599.00	00.00	00'0	4,599.00	%0	3,780.00	00.00	0.00	3,780.00	%0
	30-471-161-0000	WASTEWATER - UNEMPLOYMENT INSURANC	601.00	00.00	00:00	601.00	%0	580.00	00.00	0.00	280.00	%0
	30-471-162-0000	WASTEWATER - EMPLOYEE TESTING	750.00	00.00	00.00	750.00	%0	750.00	00.00	00.0	750.00	%0
	30-471-190-0000	WASTEWATER - TRAINING/STAFF DEVELOPN	3,500.00	414.86	1,267.28	2,232.72	36%	3,000.00	175.00	272.50	2,727.50	%6
	30-471-193-0000	WASTEWATER - UNIFORMS	3,000.00	310.87	1,694.74	1,305.26	%95	3,000.00	300.62	1,540.37	1,459.63	21%
	30-471-198-0000	SEWER - LONGEVITY	1,013.00	00.0	00.00	1,013.00	%0	1,237.00	00:00	00.00	1,237.00	%0
	30-471-201-0000	WASTEWATER - POSTAGE	2,500.00	147.40	779.70	1,720.30	31%	2,800.00	135.22	747.00	2,053.00	27%
	30-471-202-0000	WASTEWATER - GENERAL SUPPLIES	2,500.00	176.21	1,303.95	1,196.05	25%	2,500.00	62.70	983.09	1,516.91	39%
	30-471-202-0002	WASTEWATER - DUES/SUBSCRIPTIONS	700.00	00.0	86.00	614.00	12%	600.00	150.00	150.00	420.00	72%
	30-471-202-0003	WASTEWATER - ADVERTISING	1,200.00	00.00	0.00	1,200.00	%0	1,200.00	0.00	0.00	1,200.00	%0
	30-471-209-0000	WASTEWATER - GASOLINE	5,000.00	149.52	1,215.36	3,784.64	24%	4,000.00	342.54	1,394.42	2,605.58	35%
	30-471-215-0000	WASTEWATER - LAB SUPPLIES	20,000.00	866.74	8,595.89	11,404.11	43%	18,000.00	1,624.31	5,632.97	12,367.03	31%
	30-471-217-0000	WASTEWATER - CHEMICALS	35,000.00	2,809.98	12,909.55	22,090.45	37%	37,000.00	3,731.68	9,996.03	27,003.97	27%
	30-471-301-0000	WASTEWATER - COMMUNICATION SERVICES	6,800.00	473.79	2,001.25	4,798.75	78%	6,800.00	476.41	1,969.66	4,830.34	78%
	30-471-302-0000	WASTEWATER - ELECTRICITY	87,000.00	4,840.87	20,426.82	66,573.18	23%	87,000.00	5,814.88	22,804.96	64,195.04	76%
	30-471-303-0000	WASTEWATER - HEAT & OIL	30,000.00	00.00	00.00	30,000.00	%0	26,000.00	5,558.22	5,558.22	20,441.78	21%
	30-471-401-0000	WASTEWATER - BUILDING MAINTENANCE	23,000.00	2,386.01	11,328.77	11,671.23	49%	20,000.00	8,514.47	18,473.42	1,526.58	95%
	30-471-403-0000	WASTEWATER - VEHICLE MAINTENANCE	5,000.00	0.00	311.34	4,688.66	%9	5,000.00	0.00	43.55	4,956.45	1%
	30-471-406-0000	WASTEWATER - SYSTEM MAINTENANCE	50,000.00	2,648.74	14,489.37	35,510.63	29%	50,000.00	315.12	7,139.59	42,860.41	14%
	30-471-504-0000	WASTEWATER - PROPERTY/LIABILITY INSURA	8,740.00	00.00	8,740.00	0.00	100%	8,740.00	00.00	8,386.04	353.96	%96
	30-471-538-0000	WASTEWATER - SLUDGE DISPOSAL	30,000.00	00.00	2,995.72	27,004.28	10%	30,000.00	1,740.88	15,940.25	14,059.75	23%
	30-471-602-0000	WASTE WATER - LEGAL EXPENSES	0.00	0.00	59.00	-59.00	%0	0.00	0.00	0.00	0.00	%
	30-471-702-0000	WASTEWATER - CONTRACT SERVICES	17,000.00	462.00	4,924.00	12,076.00	73%	15,000.00	541.75	4,234.75	10,765.25	28%
	30-471-703-0000	WASTEWATER - AUDIT	3,350.00	00.00	0.00	3,350.00	%0	3,350.00	0.00	3,350.00	0.00	100%
	30-471-704-0000	WASTEWATER - ENGINEERING	30,000.00	00.00	0.00	30,000.00	%0	30,000.00	1,774.56	3,067.04	26,932.96	10%
	30-471-804-0000	WASTEWATER - NPDES PERMITS	20,000.00	00'0	1,510.32	18,489.68	8%	38,000.00	0.00	00.00	38,000.00	%0
	30-471-900-0000	WASTEWATER - TRANSFER TO CAPITAL RESE	100,000.00	0.00	0.00	100,000.00	%0	100,000.00	0.00	0.00	100,000.00	%0
	30-471-950-0000	WW - BONDS & NOTES PRINCIPLE	102,540.00	0.00	0.00	102,540.00	%0	97,338.00	0.00	23,500.00	73,838.00	24%
	30-471-951-0000	WW - BONDS & NOTES INTEREST	40,208.00	00'0	0.00	40,208.00	%0	43,684.00	0.00	5,584.62	38,099.38	13%
	30-500-824-0002	WW - LEGAL CAPITAL RESERVE	0.00	00.0	0.00	0.00	%0	00.00	0.00	50,000.00	-50,000.00	%0
Sewer		I	954,020.00	32,854.06	211,851.45	742,168.55	22%	948,195.61	53,059.87	301,048.70	647,146.91	32%
		Total Operating Budget	9,147,835.00	602,756.26	3,260,036.01	5,887,798.99	36%	9,068,042.99	555,695.91	3,177,088.02	5,890,954.97	35%

Town of Newmarket, New Hampshire Revenue Report <sup>ab</sup> For the Period Ended November 30, 2013

	Fiscal Year 2014					Fiscal Year 2013				
		Month to Date	Year to Date		Percent		Month to Date	Year to Date		Percent
Function Account Number ACCOUNT DESCRIPTION	Budget	Transactions	Transactions	Balance Year	Collected	Budget	Transactions	Transactions	<b>Balance Year</b>	Collected
Taxes (Real estate, land use, PILOT, interest on taxes)	18,030,747.00	-91,475.26	17,965,272.09	65,474.91	100%	17,373,196.00	7,800,196.87	17,295,625.70	77,570.30	100%
Licenses, permits, and fees	1,316,902.00	131,943.14	619,094.52	697,807.48	47%	1,255,300.00	148,542.02	587,249.15	668,050.85	47%
From State	571,140.00	0.00	93,551.53	477,588.47	16%	559,006.00	0.00	91,297.48	467,708.52	16%
Charges for service	134,850.00	15,198.77	46,294.59	88,555.41	34%	124,850.00	-16,151.72	69,177.16	55,672.84	25%
Misc. Rev. Includes Int. Rev.)	79,601.00	1,259.97	117,973.32	-38,372.32	148%	29,000.00	4,036.30	26,763.61	2,236.39	95%
From Trusts/Capital Reserve	0.00	0.00	0.00	0.00	%0	77,246.03	0.00	77,264.06	-18.03	100%
Use of Fund Balance	461,000.00	0.00	461,000.00	0.00	100%	486,000.00	0.00	0.00	486,000.00	%0
General Fund Total	20,594,240.00	56,926.62	19,303,186.05	1,291,053.95	94%	19,904,598.03	7,936,623.47	18,147,377.16	1,757,220.87	91%
Subtotal Recreation	209,981.00	6,325.03	58,099.34	151,881.66	28%	209,981.00	5,904.41	44,952.50	165,028.50	21%
Subtotal Solid Waste	244,450.00	15,052.30	93,074.37	151,375.63	38%	244,450.00	19,293.24	88,612.99	155,837.01	36%
Water	848,597.00	6,470.88	333,603.65	514,993.35	39%	843,230.00	107,899.52	458,908.63	384,321.37	54%
Sewer	932,760.00	433.29	409,968.15	522,791.85	44%	926,937.00	134,708.42	548,556.75	378,380.25	29%
Total Revenue	22,830,028.00	85,208.12	20,197,931.56	2,632,096.44	88%	22,129,196.03	8,204,429.06	19,288,408.03	2,840,788.00	87%

Page 19 of 21

Town of Newmarket, New Hampshire <u>Revenue Report <sup>a b</sup></u> For the Period Ended November 30, 2013

		Fiscal Year 2014					Fiscal Year 2013				
			Month to Date	Year to Date		Percent		Month to Date	Year to Date		Percent
Function Account Number	ACCOUNT DESCRIPTION	Budget	Transactions	Transactions	Balance Year	Collected	Budget	Transactions	Transactions	<b>Balance Year</b>	Collected
	1	18,024,524.00	0.00	18,029,622.00	-5,098.00	100%	17,403,271.00	7,926,689.69	17,410,058.69	-6,787.69	100%
01-310-000-1003		00:0	0.00	00.0	00.00	%0	10,000.00	0.00	0.00	10,000.00	%0
01-310-000-1004		1,500.00	0.00	00.00	1,500.00	%0	1,500.00	0.00	202.79	1,297.21	14%
01-310-000-1005	PAYMENTS IN LIEU OF TAXES	19,175.00	8,455.54	21,044.44	-1,869.44	110%	20,000.00	19,176.85	19,176.85	823.15	%96
01-310-000-1006		27,000.00	1,176.01	4,551.89	22,448.11	17%	27,000.00	1,045.35	5,968.38	21,031.62	22%
01-310-000-1007	REDEMIPTION INTEREST	60,000.00	345.19	11,462.54	48,537.46	19%	60,000.00	1,859.98	8,628.67	51,371.33	14%
01-310-000-1010		-101,452.00	-101,452.00	-101,452.00	0.00	100%	-148,575.00	-148,575.00	-148,575.00	0.00	100%
01-310-001-1006		00.00	0.00	24.72	-24.72	%0	00.00	0.00	165.32	-165.32	%0
01-310-002-1011		0.00	0.00	18.50	-18.50	%0	0.00	0.00	0.00	0.00	%0
Taxes (Real estate, land use, PILOT, interest on taxes)	PILOT, interest on taxes)	18,030,747.00	-91,475.26	17,965,272.09	65,474.91	100%	17,373,196.00	7,800,196.87	17,295,625.70	77,570.30	100%
01-330-000-1013	MV MAIL-IN FEES	7,000.00	485.00	2,915.00	4,085.00	45%	7,000.00	678.00	3,126.00	3,874.00	45%
01-330-000-1014		1,0	84,158.20	491,446.29	603,553.71	45%	1,035,000.00	100,202.00	463,218.00	571,782.00	45%
01-330-000-1015		26,000.00	2,100.00	12,477.00	13,523.00	48%	26,000.00	2,530.00	12,182.50	13,817.50	47%
01-330-000-1016		3,000.00	00.00	681.80	2,318.20	23%	3,000.00	0.00	383.92	2,616.08	13%
01-330-000-1017		3,000.00	298.00	1,692.00	1,308.00	26%	3,000.00	218.00	1,440.00	1,560.00	48%
01-330-000-1018	DOG LICENSES	5,000.00	31.50	1,506.50	3,493.50	30%	5,000.00	51.50	2,331.50	2,668.50	47%
01-330-000-1019	VITAL STATISTICS	3,000.00	335.00	2,149.00	851.00	72%	3,000.00	875.00	2,138.00		71%
01-330-000-1020		500.00	0.00	855.00		171%	200.00	300.00	00.099		132%
01-330-000-1022	POLICE - DOG ORDINANCE FINES	400.00	0.00	300.00	100.00	75%	400.00	125.00	150.00		38%
01-330-000-1023	Finger Prints Receipts	00.00	0.00	0.00	0.00	%0	0.00	0.00	10.00		%0
01-330-000-1024		21,602.00	3,230.00	21,285.50	316.50	%66	20,000.00	2,490.00	17,478.50	2,521.50	87%
01-330-000-1025	MISC LICENSES, PERMITS & Fees	2,400.00	126.11	836.83	1,563.17	32%	2,400.00	50.50	1,757.59	642.41	73%
01-330-000-1026	FRANCHISE RENEWAL AGREEMENT	150,000.00	41,179.33	82,949.60	67,050.40	25%	150,000.00	41,022.02	82,373.14	67,626.86	25%
Licenses, permits, and fees		1,316,902.00	131,943.14	619,094.52	697,807.48	47%	1,255,300.00	148,542.02	587,249.15	668,050.85	47%
01-320-000-1012	HIGHWAY BLOCK GRANT	151,265.00	0.00	90,758.98	60,506.02	%09	137,226.00	00.0	90,556.40	46,669.60	%99
01-320-000-1014		00.00	0.00	1,593.66	-1,593.66	%0	0.00	0.00	664.89	-664.89	%0
01-320-000-1015	MEALS AND ROOM TAX DISTRIBUTION	397,992.00	0.00	0.00	397,992.00	%0	399,321.00	0.00	0.00	œ.	%0
01-320-000-1042	RAILROAD TAX	1,199.00	0.00	1,198.89	0.11	100%	1,200.00	00.00	76.19		%9
30-320-000-1073		20,684.00	00'0	0.00	20,684.00	%0	21,259.00	0.00	0.00	21,259.00	%0
From State		571,140.00	0.00	93,551.53	477,588.47	16%	559,006.00	0.00	91,297.48	467,708.52	16%
01-340-000-1025	POLICE SEX OFFENDER RECEIPTS	20.00	00:00	0.00	20.00	%0	20.00	0.00	0.00		%0
01-340-000-1027		2,000.00	129.00	11,223.00	-9,223.00	561%	2,000.00	0.00	τí	684.88	%99
01-340-000-1028		1,200.00	172.50	697.50	502.50	28%	1,200.00	120.00			22%
01-340-000-1031	AMBULANCE RECEIPTS	125,000.00	13,085.11	26,625.03	98,374.97	21%	115,000.00	-16,690.72	64,576.10	un	898
01-340-000-1034		5,000.00	420.50	530.76	4,469.24	11%	5,000.00	350.00		4,590.00	%8
01-340-000-1035	WELFARE REIMBURSEMENTS	0.00	0.00	0.00	0.00	%0	0.00	0.00			%0
01-340-000-1036	S COURT RECEIPTS	1,500.00	466.66	2,427.80	-927.80	162%	1,500.00	30.00	1,5	4	128%
01-340-000-1037	7 COPIER REVENUE	100.00		70.50	29.50	71%	100.00	39.00	ui		%96
01-340-000-1043	3 PARKING TICKETS	0.00	905.00			%0	0.00	0.00			%0
01-340-000-1045	5 PARKING PERMITS	0.00	0.00	1,090.00		%0	0.00	0.00			%0
Charges for service		134,850.00	15,198.77	46,294.59	88,555.41	34%	124,850.00	-16,151.72	69,177.16	55,672.84	25%

Town of Newmarket, New Hampshire Revenue Report <sup>a b</sup> For the Period Ended November 30, 2013

		100 1001 10001									
			Month to Date	Year to Date		Percent		Month to Date	Year to Date		Percent
Function Account Number ACCOUNT DESCRIPTION	ACCOUNT DESCRIPTION	Budget	Transactions	Transactions	Balance Year	Collected	Budget	Transactions	Transactions	Balance Year	Collected
01-340-000-1038	MISC. RECEIPTS	5,000.00	290.15	108,057.87	-103,057.87	2161%	5,000.00	622.40	1,538.43	3,461.57	31%
01-350-000-0000	INS. SETTLEMENT RECEIPTS	0.00	583.92	663.92	-663.92	%0	0.00	301.23	4,338.23	-4,338.23	%0
01-350-000-1046	SALE OF MUNICIPAL PROPERTY	65,000.00	0.00	4,900.00	60,100.00	%8	00.00	0.00	2,310.00	-2,310.00	%0
01-350-000-1047	RENT OF MUNICIPAL PROPERTY	3,600.00	375.00	1,505.00	2,095.00	42%	18,000.00	2,784.16	14,465.66	3,534.34	80%
01-350-000-1048	INTEREST ON INVESTMENTS	6,000.00	0.00	2,657.26	3,342.74	44%	6,000.00	328.51	2,550.70	3,449.30	43%
01-350-001-1105	TC/TC OVER AND UNDER	0.00	10.90	0.90	-0.90	%0	0.00	0.00	-0.80	0.80	%0
01-360-000-0000	GF - MISCELLANEOUS REVENUE	1.00	0.00	188.37	-187.37	18837%	00.00	0.00	1,561.39	-1,561.39	%0
Misc. Rev. Includes Int. Rev.)	E .	79,601.00	1,259.97	117,973.32	-38,372.32	148%	29,000.00	4,036.30	26,763.61	2,236.39	95%
01-390-000-5001	WARRANT ARTICLE #4 MAY 2012 CLOSE OI	0.00	0.00	0.00	0.00	%	77,246.03	0.00	77,264.06	-18.03	100%
From Trusts/Capital Reserve	ı	0.00	00.00	0.00	0.00	%0	77,246.03	0.00	77,264.06	-18.03	100%
01-360-000-1054	FUND BALANCE USED	461,000.00	0.00	461,000.00	0.00	100%	486,000.00	0.00	0.00	486,000.00	%0
Use of Fund Balance		461,000.00	0.00	461,000.00	0.00	100%	486,000.00	00.00	00:00	486,000.00	%0
	General Fund Total	20,594,240.00	56,926.62	19,303,186.05	1,291,053.95	94%	19,904,598.03	7,936,623.47	18,147,377.16	1,757,220.87	91%
05-340-000-1047	RECREATION- RECREATION RENTAL REVEN	00:00	100.00	1,466.00	-1,466.00	%0	0.00	250.00	715.00	-715.00	%0
05-340-000-1058	RECREATION - REVENUE	209,981.00	4,342.50	49,954.96	160,026.04	24%	209,981.00	3,312.39	38,629.83	171,351.17	18%
05-340-000-1059	RECREATION - LIGHT USUAGE	0.00	502.53	3,166.31	-3,166.31	%0	0.00	2,090.78	3,647.78	-3,647.78	%0
05-350-000-1048	RECREATION - INTEREST	0.00	0.00	2.07	-2.07	%0	0.00	1.24	68.6	-9.89	%0
05-350-000-1049	REC - ADVERTISING RECEIPTS	0.00	1,380.00	3,510.00	-3,510.00	%0	0.00	250.00	1,950.00	-1,950.00	%0
Subtotal Recreation		209,981.00	6,325.03	58,099.34	151,881.66	28%	209,981.00	5,904.41	44,952.50	165,028.50	21%
07-340-000-1067	SW - LANDFILL RECEIPTS	0.00	4,185.00	28,529.87	-28,529.87	%0	244,450.00	3,787.11	23,296.52	221,153.48	10%
07-340-000-1068	SW - GARBAGE BAGS	244,450.00	10,797.30	60,481.65	183,968.35	25%	00.00	15,362.50	64	-64,545.85	%0
07-340-000-1069	SW - RECYCLING BINS	0.00	70.00	510.00	-510.00	%0	0.00	130.00		-450.00	%0
07-340-000-1070	SW - UNITED TECHNOLOGIES	0.00	0.00	3,530.15	-3,530.15	%0	0.00	0.00	213.06	-213.06	%0
07-350-000-1048	SW - INTEREST	0.00	0.00	22.70	-22.70	%0	0.00	13.63	107.56	-107.56	%0
Subtotal Solid Waste	•	244,450.00	15,052.30	93,074.37	151,375.63	38%	244,450.00	19,293.24	88,612.99	155,837.01	36%
20-310-000-1001	WATER - TAX REVENUE	848,597.00	119.25	271,194.25	577,402.75	32%	843,230.00	101,785.25	375,050.75	468,179.25	44%
20-310-000-1006	WATER - INTEREST AND PENALTIES ON DEI	0.00	393.46	1,260.98	-1,260.98	%0	0.00	250.21	958.82	-958.82	%0
20-330-000-1071	WATER - ENTRANCE FEES	0.00	00.00	4,000.00	-4,000.00	%0	0.00	0.00	0.00	00'0	%0
20-340-000-1038	WATER - OTHER MISC. REVENUE	0.00	00.00	5,425.29	-5,425.29	%0	0.00	1,635.88	-	-1,635.88	%0
20-340-000-1072	WATER - JOB WORK	0.00	0.00	0.00	0.00	%0	0.00	189.95		-534.80	%0
20-340-000-3023	WATER - TRANSFER IN FROM WATER METE	0.00	00.00	0.00	0.00	%0		0.00	17,822.73	-17,822.73	%0
20-350-000-1047	WATER - RENT OF MUNICIPAL PROPERTY	0.00	5,958.17	30,590.85	-30,590.85	%0	0.00	4,022.01	27,516.03	-27,516.03	%0
20-350-000-1048	WATER - INTEREST	0.00	0.00	26.91	-26.91	%0		16.22	127.94	-127.94	%0
20-390-000-4005	COUNCIL VOTES - 10/11-11 INSTL UNDRGE	0.00	0.00	0.00	0.00	%0		0.00		-14,438.30	%0
20-390-000-4006	WA-CNCL VTES-12/13-03 PILOT STDY MAC.	0.00	0.00	00.00	0.00	%0	0.00	0.00	20,82	-20,823.38	%0
20-392-000-4030	WA IMPACT FEES-CNCL VTS ENG SERV.RPL	0.00	0.00	21,105.37	-21,105.37	%0		0.00	0.00	0.00	%0
Water		848,597.00	6.470.88	333 603 65	514 993 35	30%	843 230 00	107 209 57	458 908 62	12 162 102	EAW

Page 21 of 21

Town of Newmarket, New Hampshire Revenue Report <sup>ab</sup> For the Period Ended November 30, 2013

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		Month to Date	Year to Date		Percent		Month to Date	Year to Date		Percent
Function Account Number ACCOUNT DESCRIPTION	Budget	Transactions	Transactions	Balance Year	Collected	Budget	Transactions	Transactions	Balance Year	Collected
30-310-000-1001 WASTEWATER - TAX REVENUE	932,760.00	-141.74	393,173.28	539,586.72	45%	926,937.00	133,061.90	512,305.29	414,631.71	25%
30-310-000-1006 WASTEWATER - INTEREST ON DELIGIENT	0.00	575.03	1,799.90	-1,799.90	%0	0.00	524.31	1,503.54	-1,503.54	%0
0-310-000-1000 WASTEWATER FINTRANCE FEES	0.00	0.00	4,000.00	-4,000.00	%0	0.00	0.00	0.00	0.00	%0
WASTEWATER - OTHER MISC BEVENUE	00'0	0.00	5,425.29	-5,425.29	%	0.00	1,635.87	1,635.87	-1,635.87	%0
10.350-000-1048 WASTEWATER-INTEREST	0.00	0.00	1.24	-1.24	%0	0.00	0.70	5.39	-5.39	%0
0-330-000-1048 COUNCIL VOTES - NPDES LEGAL FEES	0.00	0.00	0.00	0.00	%0	0.00	0.00	36,346.82	-36,346.82	%0
0-330-000-4009 COUNCII VOTES - 11/12-29 WRIGHT-PIERC	0.00	0.00	5,568.44	-5,568.44	%0	00.00	-514.36	-3,240.16	3,240.16	%0
	932,760.00	433.29	409,968.15	522,791.85	44%	926,937.00	134,708.42	548,556.75	378,380.25	29%
	00 000 000	C 200 10	20 107 021 56	2 632 096 44	%88	27 179 196 03	8 204 429.06	19.288.408.03	2.840.788.00	87%
	2	22,830,028.00	30,028.00	30,028.00	30,028.00 85,208.12 20,197,931.56 2,	30,028.00 85,208.12 20,197,931.56 2,632,096.44	30,028.00 85,208.12 20,197,931.56 2,632,096.44	30,028.00 85,208.12 20,197,931.56 2,632,096.44	30,028.00 85,208.12 20,197,931.56 2,632,096.44	30,028.00 85,208.12 20,197,931.56 2,632,096.44 88% 22,129,196.03 8,

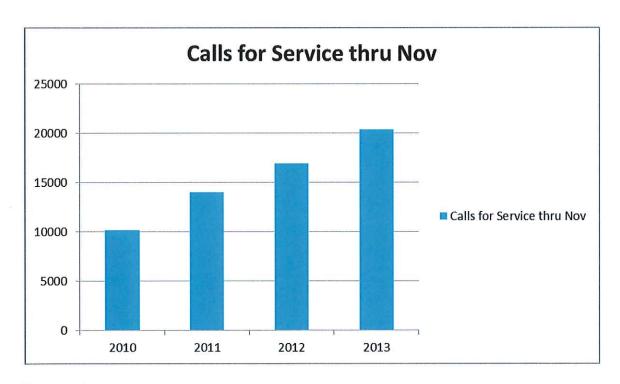


# Department Heads Monthly Reports to the Town Council and Town Administrator

## **Police Department**

I have prepared an illustration below detailing dispatch activity for Newmarket Police & Newmarket Fire & Rescue, through the end of November 2013, comparing it to similar periods last year and in year's 2010 and 2011. This month I have pared out the statistics for the Stratham and Newfields agencies for 2010 and 2011 which were included in last month's Council report.

These statistics are a little skewed because the Newmarket Police calls for service listed for 2010 and 2011 should be about 10 percent higher. In 2010 and 2011 our records keeping software didn't track some of the officer initiated activity, (for example business security checks, police records requests, and background checks) during those years. We underwent a software upgrade and began tracking almost everything we do electronically in 2012. Even with this statistical difference, I believe that this graph provides a better picture of the increase in the demand for public safety services in Newmarket. The numbers for years 2012 and 2013 are statistically accurate and provide an "apples to apples" comparison.



Personnel:

All full-time positions continue to be filled at this time. I currently have a staff member on medical leave after successfully undergoing surgery. We have covered the vacancy by adjusting other staff schedules. This will ensure that this vacancy will have a minimal effect on the overtime line item. We expect to be back at full staff in February.

#### Stuff-a-Cruiser:

The Police Relief Association members conducted another successful Stuff a Cruiser Toy Drive on November 30<sup>th</sup>. All donated toys, gift cards and money was provided to the local Operation Santa Claus program. This was the tenth year that we were able to supplement the toy drive.

## **Police Vehicle Replacement:**

On the Council's December 18<sup>th</sup> agenda, there is a resolution to replace a second police vehicle. During my October discussion with the Council, I mentioned that we have a second patrol vehicle with high mileage that might need to be replaced prior to the next fiscal year. Since our last meeting we have incurred a large transmission repair bill to keep this vehicle operational. The vehicle has in excess of 100,000 miles on it currently. We have spent nearly \$ 5,000.00 in repairs on it in the last year.

After discussing this with the Town Administrator, I feel that it may be more cost effective to the taxpayers to replace this vehicle than to expend more money to try to keep it in service until after next July. I am proposing that we replace the vehicle now. I do this realizing that if we order the vehicle today we will not get it online until early February at the very earliest. The vehicle can be purchased through the same dealer at State Bid price as quoted on the prior vehicle. In addition, Ossipee Mountain Electronics, the vendor who was awarded setup of the first vehicle, has indicated that their pricing will hold for the setup of a second vehicle.

## School Safety/SRO:

School Resource Officer Wayne Stevens was recently chosen to participate in an all-expense paid training program sponsored by the United States Marine Corps. The program deals with handling juvenile problems and school safety issues and is designed for school administrators and school resource officers. Officer Stevens will be completing this nationwide program this month, and will bring back information that will help to improve safety and our school facilities.

#### **Senior Citizens:**

Later this month, members of the department will visit with the Sunrise/Sunset center to provide a presentation about Internet Fraud and Scams that have been targeting Senior Citizens throughout the region. Scam artist have become very creative at stealing money from a distance by gaining personal and banking information and exploiting the senior population. We hope to have the presentation recorded for later broadcast on Channel 13.

## **Current Year Budget:**

At this time the Police Department budget overall is operating within expected expenses. The gasoline expense line item is slightly over budget at this time. We have instituted some gasoline conservation measures which I anticipate will help bring us back within budget.

# Fire and Rescue Department

- For the month of November, the department responded to 79 calls for service. Forty-six of those calls were medical calls, transporting 33 patients to area hospitals. The ambulance responded mutual aid to Newfields five times and once to Epping for a motor vehicle accident. We responded mutual aid to Durham five times for structure fires and Madbury once for a structure fire. It was a very busy month for us with mutual aid request and are own fires. We had six building fires this month, all fires were reported quickly and with the quick response of the department damage was kept to a minimum at all incidents. The cold weather was a factor for two of the incidents and the other four were accidental.
- We have had some equipment issues this past month with several items (thermal imagers, gear, radios, and CO Meters. Unfortunately some items cannot be fixed any more due to their age, other items can be repaired. I'm currently looking at different options to fix or replace the equipment that is needed for our daily operations.
- I have attached charts with activity reports. The activity reports compare this year to last year and the activity for the month of September.
- One new application this month.
- No concerns at this point with my budget expenditures.

						Previous
				<u>Amount</u>	<u>%</u>	<u>Year %</u>
	<b>Budget</b>	Month Exp.	YTD Exp	<b>Remaining</b>	<b>Expended</b>	<b>Expended</b>
Fire & Rescue Total	297,983,00	19,522.12	122,083.43	175,899.57	41%	42%

# **Public Works Department**

- We had one wind storm this month that kept us cleaning up downed trees and debris around town. We were fortunate the town did not have major power outages, but it kept crews busy for a few days cleaning up.
- All of the beaver issues have finally been resolved. They have all been trapped and relocated and we have cleared out all the culverts for the winter.
- The crews were busy preparing all the town building for the holidays. They put up the lights, wreaths, and trees.
- We already had a few weather events that required crews to treat the roads.
- Before we get too busy with snow and ice we were able to service all the summer equipment and put it away for the winter.
- This month we were able to also catch up on routine maintenance around town. We coal patched roads, worked on street signs, and cleaned up the landfill.
- I have concerns at this point with budget expenses.

	<u>Budget</u>	Month Exp.	YTD Exp	Amount Remaining	% Expended	Expended Previous Yr
Public Works Admin. Total	398,718.00	28,666.64	142,693.83	256,024.17	36%	31%
Roadways and Sidewalks Total	346,690.00	13,721.36	266,729.59	79,960.41	77%	66%
Street Lights Total	45,800.00	3,638.92	13,697.09	32,102.91	30%	31%
Bridges and Signs Total	500.00	0.00	0.00	500.00	0%	0%
<b>Building and Grounds Total</b>	451,050.00	30,054.99	142,476.18	308,573.82	32%	39%
Cemeteries Total	35,915.00	1,835.02	13,986.01	21,928.99	39%	28%
Vehicle Maintenance Total	189,860.00	15,340.56	54,310.88	135,549.12	29%	27%

# Water System

November water loss: 1.15%

Water Loss Goal: 12.00%

The Department shut down the Bennett Well for a few hours to replace pump packing and perform an inspection. The motor bearings are a little sloppy. Department personnel will continue to monitor the motor bearings.

The Department had a diver in the water tower on November 13<sup>th</sup> to perform a required inspection of the structural integrity of the water tower. The Department will be receiving a report shortly.

## **MacIntosh Well**

Wetlands flagging and survey are complete.

The Town has received the Large Groundwater Permit for the MacIntosh Well. The following are required:

- 1.) Newmarket must maintain a wellhead protection plan.
- 2.) Newmarket must implement and adhere to conditions of Large Groundwater Withdrawal Permit No. LGWP-2013-0002.
- 3.) Newmarket must implement an approved Water Conservation Plan.
- 4.) Within 90 days of the date of the letter (November 15, 2013), Newmarket shall submit a Water Conservation Plan to NHDES prepared in accordance with Env-wq 3101.
- 5.) Within 60 days from November 15, 2013, authorize the laboratories that performed the pumping test water quality analyses for NGE-2B to provide an electronic copy of the analysis results to NHDES.
- 6.) Newmarket shall obtain any permits from NHDES Shore land Program for any activities related of the well site that are within the protected shore land of the Piscassic River that require a permit.
- 7.) Approval for NGE-2B shall lapse four years from November 15, 2013 if the well is not connected to the water system in that time.

## **Connection Requirements**

The connection of the well to the water system and treatment facilities must comply with the requirements of New Hampshire Administrative Rules Env-Ws 374, Design Standards for Large Public Water Systems.

Chemical Monitoring Program

The Town is required to notify NHDES when NGE-2B will become active. NHDES will supply the Town with a require Master Sampling Program schedule.

## **NHDES Recommendations**

Based on concentrations of various water quality parameters in the water derived from NGE-2B, NHDES recommends that Newmarket develop a plan for collecting raw water samples from NGE-2B for the analysis of arsenic, chloride, manganese, sodium, and total dissolved solids at some regular frequency. This information will enable Newmarket to track the concentrations (and any trends) of the parameters under different pumping and recharge scenarios. NHDES believes this information would be vital in any potential future work related to drinking water treatment design.

Although the current Flood Insurance Rate Map indicates that NGA-2B is located outside of the 100-year floodplain mapping of the Piscassic River, newly developed floodplain mapping based on high-resolution topographic data provided by a LiDAR survey of Coastal NH and updated precipitation records shows that NGA-2Bmay actually be located in the 100-year flood zone. While NHDES acknowledges that this mapping has not yet been formally been adopted by FEMA, NHDES recommends that Newmarket used the revised mapping in their engineering design to ensure that the permanent well casing of NGA-2B and other water supply infrastructure are raised above the 100-year flood elevation for flood protection purposes.

## **Emergency Plan**

Newmarket shall update its emergency plan for the water system in accordance with New Hampshire Administrative Rules ENV-Dw 302.26 and ENV-Ws 360.15. This plan shall continue to be updated every 6 years. NHDES records indicate that Newmarket is due to submit an updated emergency plan by March of 2015.

## **Groundwater Level Monitoring**

Off-site Private Bedrock Well: The permittee shall install a pressure gauge transducer and data logger and measure water levels at a frequency of at least every 4 hours in the following property. Water level monitoring shall commence at least 6 months prior to initiating a withdrawal from well NGA-2B and shall continue indefinitely as a condition of the permit. (Tax Map/Tax Block-Tax Lot R4/13-2 - Address: 12 Heartwood Circle)

<u>On-site Production Well</u>: The permittee shall install a pressure transducer and data logger and measure water levels at a frequency of at least once every 4 hours in Well NGA-2B and shall continue indefinitely as a condition of the permit.

<u>Surface Water Monitoring</u>: The permittee shall implement a surface water monitoring program of the Piscassic River as described in the Final Report titled "Final Hydrologic Investigation for Newmarket Production Wells #3(NGE-2B) and (NGE-1A), Newmarket Public Works, Newmarket, New Hampshire" prepared for the permittee by Emery & Garrett Groundwater Inc.

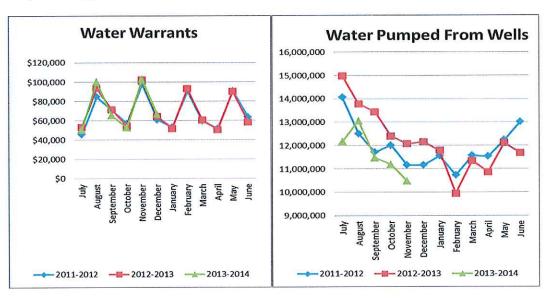
(EGGI), dated August 27, 2010, incorporated herein by reference, subject to the following conditions:

- 1.) Monitoring shall occur using methods described, and at a frequency described, at the Ashswamp Road and Grant Road surface water monitoring stations established by EGGI, described in the Report titled "Long-Term Streamflow and Water Level Monitoring Program, Results for May through November 2011, Public Water Supply Wells NGE-1A and NGE-2B, Newmarket New Hampshire" prepared by permittee by EGGI, March 13, 2013.
- 2.) On an annual basis, the permittee shall perform manual stream gauging at each surface water monitoring station at least 3 times between August 1 and September 30. Stream gauging shall be conduct during periods of low flow, preferably when stream discharge is less than 1,000 gallons per minute (2.23 cubic feet per second). The permittee shall update the rating curve created for each monitoring station using this data.

All monitoring shall be completed by a person who can demonstrate, by education and experience, competency in collection and reporting hydrogeologic measurements.

Monitoring locations and frequencies may be added or changed if the data obtained contradict the information provided in the Permittee's application, or if additional data points are required to assess the potential adverse impacts to occur.

An annual monitoring report and all monitoring data shall be submitted to the NHDES annually by January 31 of each year. The annual monitoring report shall note any relevant observations that may affect the measurements and include all field notes documenting the monitoring activities for the preceding year.



<u>Previous</u> <u>Yr</u> 24%

Water Total 848,597.00 24,320.58 172,546.35

676,050.65

20%

## **Sewer System**

November Infiltration and Inflow (I/I): 117,686 Gallons/Day Gallons/Day

Year to Date (I/I): 127,032

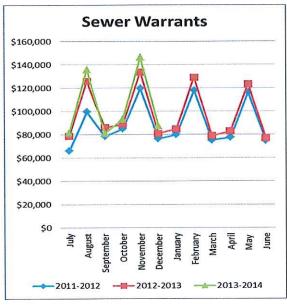
The Department has installed flow meters in the collection system to evaluate piping for Infiltration and inflow issues.

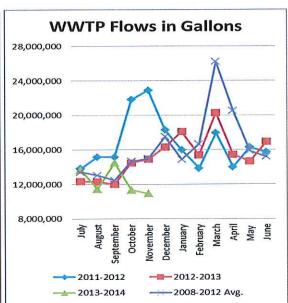
The Department continues to work on the equipment at the wastewater treatment facility. Replaced 32 feet of 4 foot baffle on the secondary clarifier. We are currently waiting for an additional 12' by 4 foot piece to finish the job and bring it back on line. We had to strip and rebuild one of the thickener plunger pumps. At the same time, the thickener was pumped down and inspected.

# Wastewater Treatment facility Upgrade

We have completed the three week sampling program to characterize the influent wastewater. The data is now being evaluated and modeled.

The Department has been performing house to house evaluations on North Main Street for the North sewer line project.





<u>%</u>
Expended
Previous
Yr

Waste Water Total 954,020.00

Month Exp. 32,854.06

<u>YTD Exp</u> 211,851.45

Amount Remaining 742,168.55 <u>% Expended</u> 22%

<u>Yr</u> 32%

# **Information Technology**

- 1. Just finished a major update to the Police Dept. software.
- 2. I am in the midst of updating our School Resource Officer's hardware. In this way, he will have better connections to the Police Dept. while at the School, and also be able to monitor the school cameras.
- 3. We are finally in the process of receiving all of the audio and video equipment that will allow Channel 13 to do live broadcasting! This has been no small undertaking, and Chris Williams has really done a huge amount of work on this matter.
- 4. Police and Fire requested the ability to send ambulance reports from the Police Station to the Fire Dispatch room where the paramedics usually are. I found some technology black magic to allow this to happen.
- 5. I continue to expend a lot of time in getting the new website up and going. I want to go live on November 1<sup>st</sup>. We probably will, but may have a few small things missing if we do.
- 6. I have swapped out some very old equipment at the Rec center that was preventing them from working at the best possible speed. I think with the newer PCs they will be able to better utilize all that the Rec Dept can do for the Town.
- 7. I am still looking to have some additional network and phone wiring brought into Council Chambers to make connecting for employees and visitors easier.

						<u>%</u>
				<u>Amount</u>	<u>%</u>	<b>Expended</b>
	Budget	Month Exp.	YTD Exp	Remaining	<b>Expended</b>	Previous Yr
IT Total	138,744.00	9,810.86	42,617.04	96,126.96	31%	27%

# **Building Inspector/Code Enforcement Officer**

- In addition to the regular workload of various inspections and enforcement activities, the Building Safety and Health Office was involved in the following activities:
- Worked closely with Newmarket Mills and the Fire Department regarding the occupancy
  of the Newmarket Mills Civic Space. Existing conditions are going to limit the occupant
  load to less than the floor area would calculate. While this is a new assembly area, the
  existing construction presents egress challenges that would be un-reasonable to over-come
  at this time. If this space becomes utilized at numbers approaching the occupant load, a
  third exit may become necessary.
- At the School Superintendent's request, facilitated a cursory building evaluation of the High School with Eric Chinburg. Eric offered his opinions and acknowledged his lack of expertise in educational requirements.
- Attempted to find middle ground between abutters and property owner at 8 Bay Road, who is under permit suspension for a zoning infraction (horizontal expansion on a nonconforming structure). The issue remains before the ZBA and may not be resolved at that level.
- In concert with the Finance Office, we began efforts on to evaluate energy efficiency at the Town Offices. Anecdotally, we know the building is not very efficient and we know the lamps for the lighting fixtures will are being phased out in 2013 for more efficient lighting. We would like to be able to quantify cost-benefit of upgrades to develop a strategy of 'most bang for the buck.' More to come...
- Attended NH Building Officials Concrete Footing and Foundation Inspections training
- Attended Building Healthy Communities Seminar offered at UNH. This seminar explored how public policy and a community's built form affect individual community member's health and well-being.
- Attended the Residential Energy Code Seminar

						<u>%</u>
						<b>Expended</b>
						<b>Previous</b>
	Budget	Month Exp.	YTD Exp	<b>Amount Remaining</b>	% Expended	<u>Yr</u>
Code Enforcement Total	63,908.00	4,851.95	26,878.62	37,029.38	42%	28%

# Report of the Town Clerk - Tax Collector

# **TAXES**

2013 Tax 2 – Due 12/17/13 (Bills issued 11/14/13)

Total Committed 2013

\$18,026,379.00 (Tax 1 & Tax 2)

Total Collected thru 11/30/13

\$10,438,412.11 (Principal & Interest)

## TAX LIENS

:	2012 Liens (Deed 2015)	2011 Liens (Deed 2014)
Property Tax Amount Liened	248,049.	270,860.
W/S Amount Liened	81,699.	58,651.
# Properties Liened	127	134
Uncollected thru 11/30/13	208,453.	129,537.

# WATER & SEWER (1/1 THRU 11/30)

	<u>2013</u>	<u>2012</u>
Water Billed	781,939.	784,753.
Sewer Billed	1,120,969.	1,055,038.
Uncollected thru 11/30/13	330,140.	302,828.

# TOWN CLERK REVENUE (7/1 thru 11/30)

	Year End <u>6/30/14</u>	Year End <u>6/30/13</u>	
Motor Vehicle (MV)	491,956.	463,296.	6.19% increase
Town "non-MV"	51,669.	48,053.	7.53% increase
State NH (MV, Vitals, Boats, Dogs)	204,662.	202,231.	1.20% increase

- Tax bills issued 11/14/13. Due date 12/17/13.
- Received feedback from AG's office regarding Charter Committee initial report. Final Report due December 31
- Municode (Roger Merriam) will be scheduling editorial teleconference via John Ratigan regarding Newmarket's recodification project.
- Town Clerk/Tax Collector Office closed 12/24 & 12/25 for Christmas Holiday.

	<u>Budget</u>	Month Exp.	YTD Exp	Amount Remaining	<u>%</u> Expended	<u>%</u> Expended Previous Yr
Town Clerk - Tax Collector Total	182,130.00	13,678.54	56,722.34	125,407.66	31%	38%

## Welfare

New Welfare Inquiries- Not resulting in applications but in referrals	29
Ongoing cases that are requiring case management	
Total New (first time to this office) applications received this month	
Notes:	

- We have had an increase in applications from residents who are facing homelessness. We have been fortunate to have been able to secure shelter space for these families and individuals. In some cases the individuals have chosen to refuse a shelter placement trying to insist on a hotel bed, our guidelines are clear if we can secure a shelter bed we must refer to the shelter. In most cases a shelter referral is preferable as a shelter provides intensive case management and assistance with housing, job search and intensive case management.
- Landlords are aggressively trying to evict tenants prior to the winter if they are behind in the rent, even just a month- eviction notices have accompanied many new applications this month.
- We are getting calls for fuel assistance. Federal fuel assistance does not become available until December 1 nor is adequate to provide heating for the entire winter.
- Housing/Rental help by residents was the number one request this month followed closely by heating aid.

	<u>Budget</u>	Month Exp.	YTD Exp	Amount Remaining	<u>%</u> Expended	<u>Expended</u> <u>Previous Yr</u>
Direct Assistance	64,200.00	2,164.58	11,792.16	52,407.84	18%	13%

0/

## **Planning Department**

## **Planning Board Activities**

# **Applications**

The following is a status of applications that are currently before the Planning Board:

Chinburg Builders, Inc. plans to develop a residential open space design subdivision, involving 52 house lots, at the site of the "Rockingham County Club" at 200 Exeter Road. The plan envisions the existing golf course, to remain open to the public, and the adjacent wetlands to be preserved as open space. The Town has received an independent wildlife assessment of the project, which is currently being reviewed by the Conservation Commission. The Technical Review Committee (TRC) met for a second meeting on December 4, 2013 to review technical aspects of the plan related to water, sewer, hydrant locations, and zoning. As a result, several changes are being made to the plans. The Planning Board has received legal counsel from the Town Attorney related to the long-term maintenance and ownership of the open space, which hopefully will be resolved prior to the next meeting. At the December 10, 2013 Planning Board meeting, the application was continued to the January 21, 2014 meeting of Board. At that meeting, several waivers were approved to allow the project as proposed to proceed.

F. J. Durell Corporation/Perkins Insurance Agency/David Loiselle. The public hearing on this project was continued on December 10, 2013. This application concerns a proposal to convert a residential dwelling at 195 South Main Street, Tax Map U4, Lot 27, M-3 Zone to a professional office and apartment. The application was conditionally approved at the December 10th meeting of the Planning Board following much discussion of storm water management issues and concerns related to the preservation of an existing 24 inch caliper maple tree on the site that could be impacted by the proposed development.

Acadia Engineers and Constructors LLC – The 13 Water Street project involves the construction of 4 townhouses and the adaptive reuse of the historic F.E. Lang Blacksmith Shop, which formerly housed Joyce's Kitchen for a commercial mixed-use redevelopment. The Planning Board approved the applicant's plans to convert the four townhouse units that are currently under construction to condominiums subject to the Town's legal counsel reviewing the condominium documents prior to the recording of the plans at the Rockingham County Register of Deeds.

## Master Plan Update

The staff is working in concert with the Strafford Regional Planning Commission (SRPC) on a proposal which will be presented to the Budget Committee for town funding in the amount of \$10,000 toward the cost of updating Chapter 10 Future Land Use and the Vision Statement of the Master Plan. Both these elements of the Master Plan are mandatory under RSA 674. With the town funds which are being requested and additional grant funding to be provided by the NH Coastal Program, the project would start on July 1 and would be completed by June 30, 2013. Every year, the Planning Board tries to update at least one chapter of the Master Plan. By statute, it is recommended that the Master Plan revised every five to ten years. The last comprehensive update of the Master Plan occurred in 2001.

## **Proposed Landscaping Guidelines**

The Planning Board is considering new landscaping guidelines. The standards are modeled after those recommended in a 2008 publication titled "Innovative Land Use Planning Techniques: A Handbook for Sustainable Development" that was compiled by the NH Department of Environmental Services, the NH Association of Regional Planning Commissions, the NH Office of Energy and Planning, and the NH Municipal Association. A Planning Board workshop was held on October 29 at which several changes were made to the draft and the Planning Board decided to adopt the standards as "guidelines" as opposed to regulations. This topic will be discussed again at the January 21, 2013 meeting of the Planning Board.

## **Zoning Board of Adjustment**

• William B. Pothier – The application of William Pothier has been continued to Monday, December 16 at 7:00 pm. The applicant requests a variance for horizontal expansion pursuant to Section 1.05 (B) (1) (c) to allow the existing foundation, flooring and roof of the accessory building at 8 Bay Road to remain. The intent of the application is to allow for the structural integrity of the sluiceway and provide adequate site safety, as the applicant modifies the structure to comply with an April 8, 2013 Zoning Board of Adjustment decision. The meeting will be held in the Town Council chambers.

# Special Projects Pedestrian Bridge

Staff has been working with the Transportation Enhancement Committee and Dubois and King, the Town's engineering consultant, on a proposal to amend the town's engineering contract to allow the completion of a pedestrian study to identify safety alternatives to the pedestrian sky bridge. The NH DOT has indicated a willingness to provide additional funding to the Town to look at alternatives estrian bridge, such as the installation of traffic calming improvements and a pedestrian "safe" island to increase safety which would be less costly to implement. This has been packaged for consideration by the Town Council at its next meeting. Once all the alternatives have been identified, the Town Council will be asked to make a decision of whether to proceed with securing additional funding to build the pedestrian bridge, as originally envisioned, or to move forward with other pedestrian improvements.

## Macallen Dam.

Dam Removal and other Alternatives Feasibility Study. A citizen petition was presented to the Town Council to consider allowing a non-profit group to study the feasibility of restoring the historic dam and generating hydroelectric energy. A resolution supporting the private group's efforts to examine the hydroelectric generation possibilities effort has been introduced and is scheduled for final action by the Town Council at its December 18 meeting. The next formal public meeting on the dam removal and other alternatives feasibility study, with a presentation from Gomez and Sullivan, the Town's engineering consultant, is scheduled at the end of January 2014, at which point there will also be a draft report available.

# Route 108 Shoulder Widening and Bike Path Construction Project.

In 2010, the Town Meeting approved a warrant article to raise and appropriate the sum of \$809,292 to allow the Town to construct a shoulder widening and bicycle lane project from the

Irving Gas Station to the Newmarket/Newfields town line. The NH DOT and Federal Highway Administration (FHWA) is providing full funding the federal Congestion Mitigation and Air Quality (CMAQ Improvement Program (CMAQ) and State tolls for the project. The Town has recently advertised for engineering services and has received five qualification statements from engineering firms who are interested in providing preliminary design and engineering services related to the project. Interviews were conducted with three (3) engineering firms. The Town is awaiting confirmation from the NH DOT regarding its selection of the top scoring consulting team. Once approval is granted from NH DOT, a contract will be negotiated and a resolution will be submitted to the Town Council requesting that the Town Administrator be authorized to enter into a design contract.

						<u>%</u>
				<b>Amount</b>	<u>%</u>	<b>Expended</b>
	Budget	Month Exp.	YTD Exp	Remaining	<b>Expended</b>	Previous Yr
Planning Total	120,113.00	8,003.95	41,935.32	78,177.68	35%	34%

## **Finance Department**

Department's primary function:

- Process accounts payable, payroll, and accounts receivables not under the control of the Tax Collector.
- Monitor human resources, fiscal budget, and financial analysis and forecasting.
- Providing financial assistance and analysis to Town Departments.

Essentially, we are the "fiscal watchdog;" however, we are mindful that we are simply a service organization to other departments and the Town's elected leaders.

## Projects:

Projects have been segregated into two groups, where "major" projects require most of our attention, while "minor" projects does not.

## **Major Projects**

- Chart of account revision Munismart has provided feedback on the COA revision. We need to give conversion data for 8 accounts. Now, we have to plan a good date to perform the revision.
- FY 2015 budget preparation We have been reviewing the budget in preparation for the Budget Committee meetings.
- Review Primex programs in an effort to reduce insurance costs. This effort has just begun, which we have just begun the learning stage.
- Review electricity needs. I have meet with Jeff Hiatt regarding joining a large group of local communities that purchase power together. Unfortunately, that group has bought its power last summer for the coming calendar year. I am talking to Jeff about purchasing just enough power before we enter into the purchasing group.

#### **Minor Projects**

- Review cash flow needs for December to assure timely payment of all obligations. We have sufficient funds to pay all December obligations.
- Review energy needs for efficiency. We are gathering information, such as electricity and heating costs, which will be used to analyze more cost effective upgrades to systems that will reduce energy needs.
- 2013 Audit The auditors have promised a draft audit report by December 15, which should be enough time to meet the December 31, 2013 deadline.
- Accounts receivables (non-tax related A/R) We continued our monthly receivable collections efforts.
- New Website The Finance Department has been working on providing information in an organized manner on the Town's website. To date, we have posted the following information:
  - Audited Financial Statements, Management Letters, and Single Audits (if applicable), for fiscal years 2004 through 2012. We will post FY 2013 when it has been finalized.
  - Tax rate setting documents for fiscal years 2010 through 2014. We will continue to work on providing historical information.
  - o Revenue and expenditures by department for October and November 2013.

- O Capital Reserve Fund Summary for October and November 2013 (even though the report is dated the first day of the month, the information is for the prior month).
- o Impact Fee Report for November 2013.

## Financial Highlights:

 Now that the tax rate has been set, we updated the revenue budget to match the tax rate setting documents. As a result, our revenue budget v. actual analysis will become more accurate.

#### • Revenues:

- O Motor vehicle permit fee is exceeding our budget estimates, but not by much. We expect the Town to have collected roughly 42% of budgeted by November, but we have collected 45%. Now that we are trending 3% above budget, I am going to recommend increasing the budget estimate for fiscal year 2015, but not by much.
- Building permit revenue continue to be strong. To date, we have received 99% of budgeted revenues. We are watching Planning Board applications to determine if this revenue will continue to be strong through FY 2015.
- State revenue appears to be weak; however, we have not yet received the meals and room tax distribution for \$397,992. We anticipate to receive this revenue shortly.
- O Charges for service also appear to be weak; however, planning receipts have exceeded its budget by 561%. I anticipate their revenue will remain flat through the end of the fiscal year, unless additional developments that we are now aware of have been proposed. Ambulance revenue is at 21% of budget; however, the first \$45,000 of revenue has been transferred to the Ambulance Revolving Fund. If we take the first \$45,000 into consideration, we have received almost 43% of budgeted revenues. Therefore, ambulance is on target to meet budgeted revenues.
- Miscellaneous revenues have a one-time revenue of just over \$105,000, which is the health care refund from our health insurance provider. We have sought permission from the Town Council to authorize the Town Administrator to enter into an agreement with a real estate broker to sell property at 4J Bass Street. This sale is key to this year's revenue, as it is our revenue projections that was used to set the tax rate.
- Although recreation revenues appear to have lower than projected revenue, recreation does not receive its large share of revenue during this time of the fiscal year. We will expect the spring revenues to close the budget gap.
- O Solid waste is below expectations; however, this is planned. The Solid Waste Fund has been carrying a larger than needed fund balance. As of the end of November 2013, the fund balance in this fund is \$397,398. As a result, we have reduced the general fund subsidy by \$100,000 to this fund for fiscal years 2014 and 2015 in an effort to reduce the fund balance. The ultimate effect of this reduction reduced the tax rate. I also expect the fund balance to be reduced further when the actual spring cleanup bills are known.
- Water revenues are being watched, but are within our budget expectation.
- Sewer revenues are at our budget expectation.

# • Expenditures:

- All budgeted expenditures are at expectations except the following:
- The Finance Department is above expectations, which is due to paying almost the entire audit fee. Other than the audit fee, the Finance Department is within expectations.
- o Employee benefits appear to be below expectations; however, I am concerned that we will exceed our health insurance estimate at year-end. Currently, we are 1% over expectation. Also, many of the insurances will be paid in December for the next 12 and 18 months, such as workers compensation and unemployment.

- Tax Collector/Town Clerk continues their trend on being under budget. I
  anticipate this department to begin meeting budget expectations as we enter into
  the election/town meeting season.
- Welfare continues to beat budget estimates.
- Assessing continues to beat the budget estimate, which is due to reduced costs to operate that department. We expect this trend to level out by the end of the year.
- Legal expense has now exceeded our budget estimates, which is due to closing old legal issues.
- Economic development has exceeded its budget estimate by \$1,500; however, I
  am not surprised here. In the future, I will be asking the Town Council to transfer
  budget appropriation to cover this overage.
- o MIS is under expectations, because the annual service contract for the Town's accounting system has not yet come due.
- We paid all of the capital reverse fund appropriations at the end of November when we were assured to have sufficient cash on hand to pay all December obligations.

	oongations					<u>%</u> Expended
Finance Total	<u>Budget</u> 209,685.00	Month Exp. 17,227.84	<b>YTD Exp</b> 97,716.75	Amount Remaining 111,968.25	% Remaining 47%	<u>Previous</u> <u>Yr</u> 43%
Human Resources Total	1,363,233.67	45,130.31	497,016.84	866,216.83	36%	38%

## **Recreation Department**

**Recreation Fiscal Business Report:** Total Recreation revenue comparison up to the first week of December fiscal year 2013-14 is \$57,596.81. This is a \$12,644.31 increase, up 30 % compared to the 2012- 13 revenue numbers last fiscal year. Tweaks of existing programs, rentals of rooms, advertising, and increased marketing are helping to boost this revenue increase.

The expenditure comparison report as of December 1, 2013 for this fiscal year is \$197,050.88 compared to the same date in the 2012-2013 fiscal year which was \$189,688.87 This is a \$7,363.01 increase up 5% in what the Recreation Department had spent at the same time last fiscal year. The reason for the increase was that that the Town's disability Insurance was paying the Recreation Director's salary (I was out on short term disability for a 3way by-pass surgery on my heart in 2012 for 60 days to date). This explains the \$4, 536.10 increase from the Full-Time Salaries along with the merit raises that were awarded. The Part-Time Salaries line item is increased by 5,359.28 which reflect the sports coordinator, the dance instructor for the dance studio, and Wanna Iguana Monday staff in order to add additional revenue streams to the department in the coming months.

Room rental revenue continues to climb with three additional rentals in November 2013 then there was in November 2012. This will continue to be an expansion for growth throughout the 2013-14 fiscal year. The Recreation Department continues to make strategic plans for programs that have been offered to residents for little or no cost in order to provide those services after the revolving account transition takes place in the 2014-2015 fiscal year. These programs include the Halloween Haunt, Very Merry Main Street (formally the Children's Christmas party), Easter Eggstravaganza, and the Fishing Derby. The Halloween Haunt and Very Merry Main Street are moving toward collaborations and sponsorships with the downtown businesses in order to make those programs breakeven, but still need a little more work. The Easter Eggstravaganza is still being investigated as ways to fund the shortfall, and the Fishing Derby has depended on fundraising for the past 24 years and just need minimal adjustments in order to breakeven.

**Program Report**: Jeremy and Tiffany Adams from "Jeremy's Pizza era and Deli" held their 4<sup>th</sup> Annual Free Thanksgiving Dinner at the Newmarket Community Center for all those in need or did not have a place to share a Thanksgiving meal. The program ran from 12:00-4:00 PM in the multi-purpose room, the conference room, and the dance studio. Over 400 people were fed that day. Congrats to both Jeremy and Tiffany for a heart for the people of Newmarket and surrounding areas who took advantage of a great community event.

The Holiday Spirit came alive at Newmarket's first Very Merry Main Street Celebration and the Holiday Party. Overall the feedback we received from the parents and kids is that they much preferred the downtown location for the Rec's annual holiday party. They also loved that all activities under the Very Merry Main Street concept was centralized and all downtown on one special day! There were activities going on for all ages! The Recreation Department had, in fact, records numbers attending this year's holiday party and most definitely doubled, quite possibly

tripled the attendances in years past. The 25<sup>th</sup> Annual Giving Tree was lit by Newmarket Town Council Chair Gary Levy and was well attended by many residents and dignitaries. The Giving Tree marks the beginning of the Holiday Season and kicked off Operation Santa Claus. The Community Center as of this date looks like Santa's workshop with all the donated gifts being put together in bags for over 73 Newmarket families for 230 children and teens. Newmarket is truly a town that is a giver when the need arises. Thanks to all for making a difference,

The Sunrise Sunset Activity Center continues to shine in this Holiday season with Thanksgiving and Christmas Specials drawing seniors to the center. Programs continue to run all week long with radiant floor heat at the Sunrise Sunset Activity Center that keeps seniors warm and toasty on these cold wintery days.

	<u>Budget</u>	Month Exp.	YTD Exp	Amount Remaining	<u>% Used</u>	<u>% Expended</u> Previous Yr
Recreation	387,053.00	23,536.25	197,050.88	190,002.12	51%	48%

#### Newmarket Fire

## Departmental Activity Report

Current Period: 11/01/2013 to 11/30/2013, Prior Period: 11/01/2012 to 11/30/2012 00:00 to 24:00 All Stations

All Shifts All Units

Fire Alarm Responses, EMS Alarm Responses, Activities (Non-Incident)

	Current	Period	Prior Period		
Category	Count	Staff Hrs	Count	Staff Hrs	
Fire Alarm Situations					
Chemical release, reaction, or toxic condi	0	0.00	1	1.80	
Combustible/flammable spills & leaks	1	3.78	3	6.29	
Cover assignment, standby at fire station,	2	27.65	0	0.00	
Dispatched and cancelled en route	3	0.32	2	0.73	
Emergency medical service (EMS) Incident	46	230.27	49	173.01	
Extrication, rescue	1	4.05	0	0.00	
False alarm and false call, Other	0	0.00	3	4.61	
Good intent call, Other	0	0.00	1	0.50	
Medical assist	2	1.16	1	2.10	
Natural vegetation fire	1	16.30	0	0.00	
Public service assistance	3	1.73	1	1.38	
Rescue, emergency medical call (EMS), othe	2	4,75	2	12.47	
Smoke, odor problem	1	8.80	1	149.76	
Special type of incident, other	1	3,72	0	0.00	
Steam, Other gas mistaken for smoke	1	2.60	1	7.80	
Structure Fire	8	88.20	1	1,26	
System or detector malfunction	2	5.70	1	1.26	
Unauthorized burning	1	2.25	0	0.00	
Unintentional system/detector operation (n	4	5.00	3	5.50	
Water problem	0	0.00	1	2.80	
	79	406.28	71	371,27	

12/11/2013 08:22

Page 1

<sup>\*</sup> Staff hours for Fire Alarm responses that have an associated EMS alarm record are considered shared hours. Shared hours are posted only with the EMS alarm responses to avoid duplication of staff hours in totals.

## Newmarket Fire

## Departmental Activity Report

Current Period: 01/01/2013 to 11/30/2013, Prior Period: 01/01/2012 to 11/30/2012 00:00 to 24:00

All Stations
All Shifts
All Units

Fire Alarm Responses, EMS Alarm Responses, Activities (Non-Incident)

	Current	Period	Prior Period		
Category	Count	Staff Hrs	Count	Staff Hrs	
EMS Alarm Situations					
No Location Provided	2	1,66	1	0.4	
	2	1.66	1	0.48	
Fire Alarm Situations	\$7				
Accident, potential accident	1	9.75	0	0.00	
Animal problem or rescue	2	5.20	1	0.60	
Chemical release, reaction, or toxic condi	11	52.13	7	43.10	
Citizen complaint	1	1.38	0	0.00	
Combustible/flammable spills & leaks	12	95.86	12	33.51	
Controlled burning	2	1.32	0	0.00	
Cover assignment, standby at fire station,	8	140.91	6	70.1	
Dispatched and cancelled en route	35	11.31	21	82.40	
Electrical wiring/equipment problem	10	16.47	18	66.7	
Emergency medical service (EMS) Incident	508	2,048.60	582	2,853.83	
Extrication, rescue	2	5.65	3	14.5	
False alarm and false call, Other	5	6.36	12	35.0	
Fire in mobile property used as a fixed st	0	0.00	2	7.5	
Fire, Other	1	1.80	0	0.0	
Good intent call, Other	5	6.27	5	8.1	
fazardous condition, Other	1	0.68	1	9.6	
HazMat release investigation w/no HazMat	2	0.96	0	0.0	
Malicious, mischievous false alarm	1	0.72	2	12.79	
Medical assist	10	29,93	7	11.00	
Mobile property (vehicle) fire	2	4.58	3	21.23	
Natural vegetation fire	4	31.80	2	5.6	
Outside rubbish fire	0	0.00	8	18.3	
Overpressure rupture from steam (no ensuin	1	224.82	0	0.00	
Overpressure rupture, explosion, overheat,	1	4,77	1	99.50	
Person in distress	3	3.73	7	46.5	
Public service assistance	12	9.88	18	41.0	
Rescue or EMS standby	1	0.72	3	4.3	
Rescue, emergency medical call (EMS), othe	16	28.59	27	56.94	
Service call, Other	3	75.54	8	11.32	
Severe Weather & Natural Disaster - Other	0	0.00	3	24.3	
* Staff hours for Fire Alarm responses that have an asso hours. Shared hours are posted only with the EMS alarm in totals.	0 coisted EMS al responses to	0.00 arm record are consi avoid duplication of	4 dered shared of staff hours	26.18	
12/11/2013 08:24				Page	
10					

Newmarket Fire

Departmental Activity Report

Current Period: 01/01/2013 to 11/30/2013, Prior Period: 01/01/2012 to 11/30/2012

00:00 to 24:00

All Stations

All Shifts All Units

Fire Alarm Responses, EMS Alarm Responses, Activities (Mon-Incident)

	Current	Period	Prior Period		
Category	Count	Staff Hrs	Count	Staff Hrs	
Fire Alarm Situations					
Special outside fire	0	0.00	2	3.60	
Special type of incident, other	4	22.32	1	2.64	
Steam, Other gas mistaken for smoke	2	4.22	2	10,45	
Structure Fire	35	450.10	19	724,77	
System or detector malfunction	30	211.67	21	108.00	
Unauthorized burning	2	2.40	4	5.21	
Unintentional system/detector operation (n	48	88.97	65	216.66	
Water or ice-related rescue	0	0.00	1	5.40	
Water problem	6	35.37	12	75.86	
Wrong location, no emergency found	1	0.90	2	10.40	
	794	3,661.20	903	4,950.72	

12/11/2013 08:24

Page 2

<sup>\*</sup> Staff hours for Fire Alarm responses that have an associated EMS alarm record are considered shared hours. Shared hours are posted only with the EMS alarm responses to avoid duplication of staff hours in totals.

Newmarket Fire

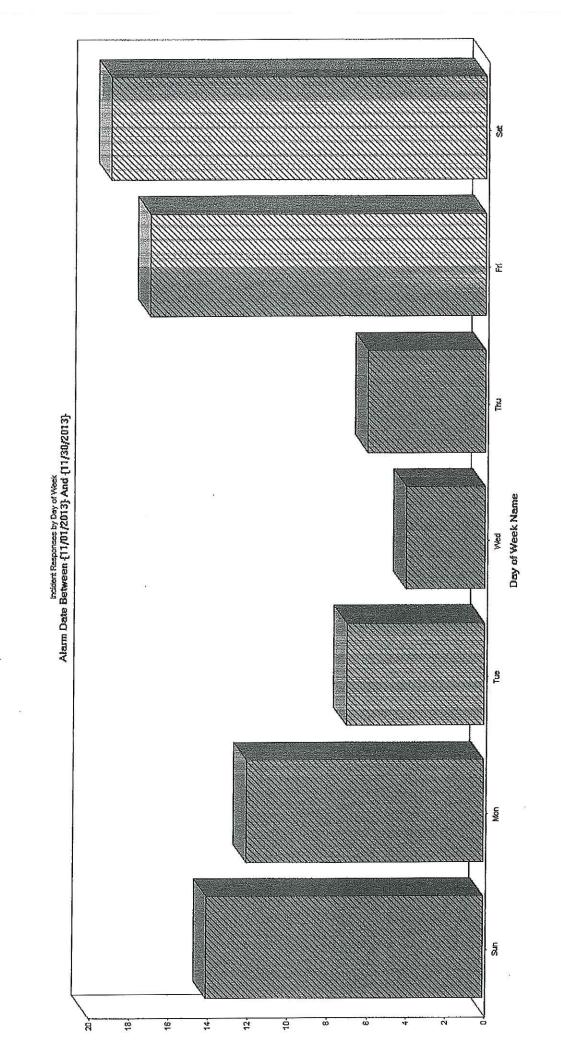
## Aid Responses by Department (Summary)

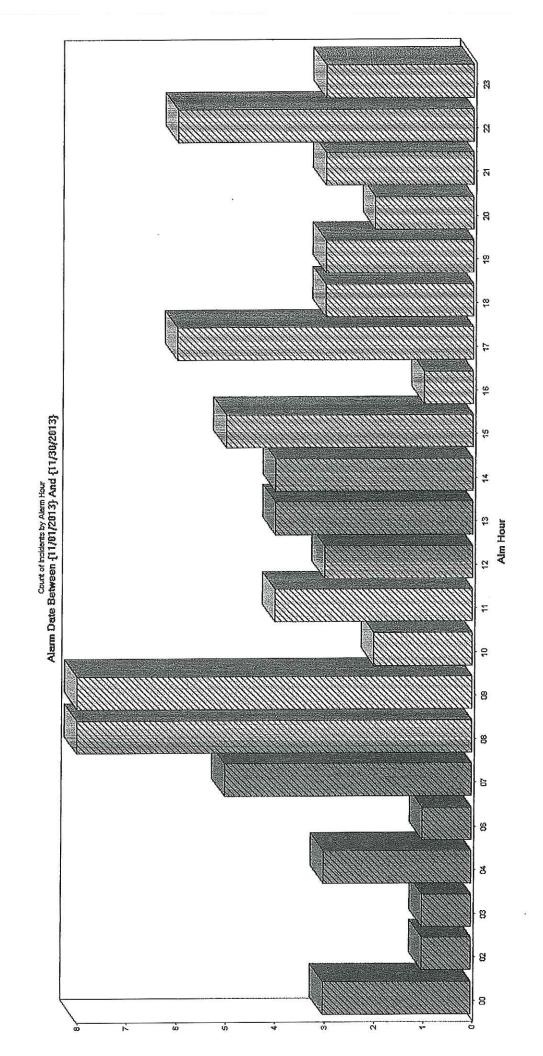
## Alarm Date Between {11/01/2013} And {11/30/2013}

Type of Aid	Count	Type of Aid	Count
14 Dover		MCGREGOR McGregor Memorial EMS	
Mutual aid received	2		2
	2		
15 Durham Fire			
Mutual aid received	3		
Automatic aid received	2		
Mutual aid given	9		
18 Epping Fire Rescue			· ·
Mutual aid given	1		
	1		
28 Lee			
Mutual aid received	2		
29 Madbury Fire			
Mutual aid given	1		
32 Newfields			
Mutual aid received	3		
Automatic aid received	1		
Mutual aid given	2		
	6		
37 Notthingham			
Mutual aid received	2		
44 Stratham			
Mutual aid received	2		
	2		
MCGREGOR McGregor Memorial EMS			
Mutual aid received	2		

12/10/2013 11:50

Page 1







## Resolution Supporting a Private Group's Effort to Examine the Feasibility of Generating Hydroelectricity at the Macallen Dam

**WHERE AS** the Town of Newmarket is currently exploring options on the future of the Macallen Dam, and

**WHEREAS,** a group of concerned citizens have come forward to study the generation of hydroelectric power at the Macallen Dam, and

**WHEREAS,** the group has stated that they are not looking for any financial backing from the Town.

**NOW THEREFORE LET IT BE RESOLVED** by the Newmarket Town Council that it hereby supports the private groups efforts to study the Macallen Dam's hydroelectric generation possibilities.

First Reading Date:

December 4, 2013

Second Reading Date:

December 18, 2013

Final Action by Council:

December 18, 2013

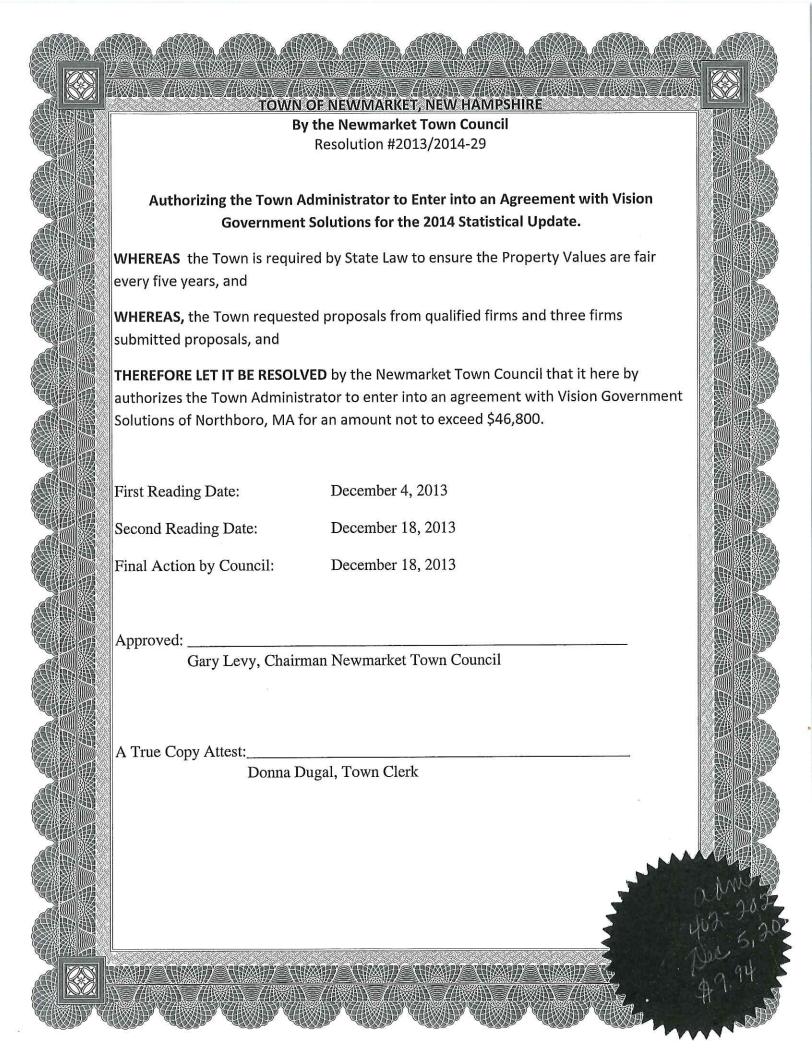
Approved:											
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Gary Levy, Chairman Newmarket Town Council

A True Copy Attest:\_

Donna Dugal, Town Clerk





STEPHEN R. FOURNIER TOWN ADMINISTRATOR

sfournier@newmarketnh.gov www.newmarketnh.gov



TOWN HALL 186 MAIN STREET NEWMARKET, NH 03857

TEL: (603) 659-3617 FAX: (603) 659-8508

FOUNDED DECEMBER 15, 1727 CHARTERED JANUARY 1, 1991

# TOWN OF NEWMARKET, NEW HAMPSHIRE OFFICE of the TOWN ADMINISTRATOR

#### INTEROFFICE MEMORANDUM

TO:

TOWN COUNCIL

FROM:

STEVE FOURNIER, TOWN ADMINISTRATOR

SUBJECT:

FY2014-15 STATISTICAL REVALUATION PROPOSALS

DATE:

12/9/2013

CC:

ASSESSING

Attached to this memo are the three proposals that the Town received for the statistical revaluation that needs to be conducted next year. The following are the proposed costs:

Cross Country Assessing Group

\$43,000

Granite Hill Municipal Services

\$58,000

Vision Appraisal

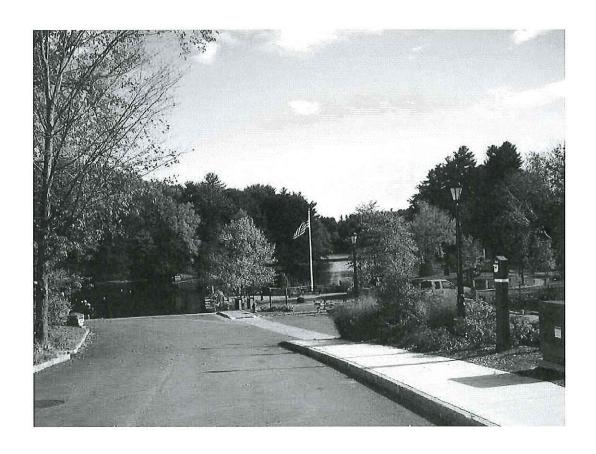
\$46,800

The Assessors and I have reviewed the proposals and are recommending Vision Appraisal. While Vision is higher than Cross Country, we are recommending them for the following reasons. First, they have already conducted the revaluations in Newmarket and as the creator of our assessing software, already familiar with the Town. Also, they have a penalty of \$200 a day if they are not completed by August 15, 2014, while the others have \$80 and \$100 a day. Finally, they are including the amount for some appeals in their billing, while Cross Country does not. This cost will bring the costs in both proposals in line. No proposals have appeals to Superior Court included, which are rare.

This will be voted on at the next meeting, but I wanted to provide you with the information beforehand.

## Statistical Update - Revaluation Proposal for the Town of Newmarket, NH

Prepared and Submitted
By
Todd Haywood, CNHA
NH DRA-Certified
Assessor Supervisor



Granite Hill Municipal Services Todd Haywood, CNHA PO Box 1484 Concord NH 03302 granitehillmunisvs@hotmail.com (603) 496-7293

## Todd Haywood, CNHA Granite Hill Municipal Services PO Box 1484 Concord NH 03302 603-496-7293

10/27/2013

Town of Newmarket Board of Selectmen Stephen Fournier, Town Administrator 186 Main Street Newmarket, NH 03857

Re: Statistical Revaluation

Dear Mr. Fournier and Members of the Board,

Thank you for the opportunity to submit in the bidding process for the upcoming revaluation project in Newmarket. Enclosed is a proposal for your review. I look forward to the opportunity to serve the Town of Newmarket and conduct the revaluation service. In addition, I am available to meet with you, at your convenience, to discuss any additional terms and services to be provided.

I have included an estimated cost for defense of values at the local level which you may choose to have your assessing agent handle. If you choose that route, the cost of the revaluation will be reduced accordingly.

The language in the proposed contract is based on the template set forth by the NH Department of Revenue Administration and the RFP the Town of North Hampton recently released.

I have been in business for myself as Granite Hill Municipal Services since January of 2004. During that time, the growth of the company has steadily increased.

Currently, I provide assessing services to (6) six towns in NH. I have a staff of (3) NH DRA-Certified personnel to assist me as needed.

I have completed revaluations for the towns of Lyndeborough 2005 & 2010; Wilton 2006 & 2011; Greenland in 2008 and 2013; Hooksett in 2008; Pembroke in 2009, and Strafford in 2011.

I am committed to ensuring that I am available to my clients to provide service second to none. I am confident I will give you quality service at a cost effective rate.

Sincerely,

Todd Haywood, CNHA, Appraiser Supervisor 603-496-7293 e-mail granitehillmunisvs@hotmail.com

## STATISTICAL UPDATE CONTRACT

**SUBJECT:** A STATISTICAL UPDATE analyzing market sales throughout the entire municipality to identify and implement needed value changes to the affected areas or classes of property at the municipality's general level of assessment {602.02 (a), 601.23(c) and Asb 301.10(c)} of all residential, tax exempt and non-taxable property for tax assessment purposes, in accordance with the standards set forth in the laws of the State of New Hampshire and Administrative Rules adopted by the Department of Revenue Administration (DRA) and the Assessing Standards Board (ASB).

The Municipality of Newmarket, NH, a municipal corporation organized and existing under the laws of the State of New Hampshire, hereinafter called the "Municipality," and, Granite Hill Municipal Services a business organization existing under the laws of the State of New Hampshire and having a principal place of business at, PO Box 1484, Concord NH 03302-1484, hereinafter called the "Company," hereby mutually agree as follows:

#### **GENERAL PROVISIONS**

## 1. IDENTIFICATION and DEFINITIONS (602.02 (b))

- 1.1 Name of Municipality: Town of Newmarket
- 1.2 Mailing Address of Municipality: 186 Main Street Newmarket NH 03857
- 1.3 Contracting Officer for the Municipality: Town Administrator
- 1.4 Telephone and fax numbers: Ph: (603) 659-3617; Fax: (603) 659-8508
- 1.5 E-mail Address, if applicable: sfournier@newmarketnh.gov
- 1.6 Name of Company: Granite Hill Municipal Services
- 1.7 Mailing Address of Company: PO Box 1484 Concord NH 03302-1484
- 1.8 Principal place of business, if different from above: 153 Hoit Road Concord NH 03301
- 1.9 E-mail address, if applicable: granitehillmunisvs@hotmail.com
- 1.10 Telephone and fax numbers: (603) 496-7293
- 1.11 Name and Title of Company Signer: Todd Haywood, CNHA (owner)
- 1.12 Type of business organization: Sole proprietorship operated as a division of Brennan, Spencer, Connor & Haywood LLC

#### **DEFINITIONS:**

**Cyclical Revaluation** means the process of performing a full revaluation utilizing a systematic measure and listing of all properties over 3, 4, or 5 years and full statistical updates, analyses, and ratio studies, as prescribed in Rev 602.06 and Rev 602.07, performed in the year that new market values are applied.

**Full Revaluation** means a complete measure, listing and valuation of all taxable and nontaxable properties in a municipality with or without use of, or access to, existing or prior appraisal data.

Listing means recording a description of the interior and exterior attributes of any improvements.

**Measure** means a physical inspection and recording and sketching of the exterior dimensions of any improvements.

#### Partial Revaluation means a valuation of:

- (a) A specified portion of a municipality or any individual property or properties using a full data collection effort completed with or without use of or access to existing or prior appraisal data; or
- (b) A specified portion of a municipality using less than a complete data collection effort.

**Statistical Update** means to maintain proportionality by analyzing market sales throughout the entire municipality to identify and implement needed value changes to the affected areas or classes of property.

#### DRA-Certified Building Measurer and Lister Duties.

- (a) A DRA-certified building measurer and lister shall, be authorized, to collect data for the sales survey.
- (b) A DRA-certified building measurer and lister shall not be authorized to validate or invalidate any sales properties.

<u>DRA-Certified Property Assessor Assistant Duties.</u> A DRA-certified property assessor assistant shall, under the guidance of a DRA-certified property assessor or DRA-certified property assessor supervisor, be authorized to:

- (a) Appraise residential real estate for tax purposes; and
- (b) Validate or invalidate sales for the sales survey.

#### DRA-Certified Property Assessor Duties.

- (a) A DRA-certified property assessor shall be authorized to:
  - (1) Appraise property for tax purposes including:
    - The annual maintenance of assessments by using sales surveys, charts, and schedules;
       and
    - Using cost data established by a DRA-certified property assessor supervisor during the year of the last revaluation;
  - (2) Validate or invalidate sales for the sales survey; and
  - (3) Submit a signed and dated statement to the department attesting to the qualifications of a building measurer and lister working under the assessor supervisor to be true accurate and correct.
- (b) A DRA-certified property assessor shall not be authorized to adjust the cost, land, depreciation, or other tables resulting in a change to the values without the approval of a DRA-certified property assessor supervisor.

<u>DRA-Certified Property Assessor Supervisor Duties.</u> A DRA-certified property assessor supervisor shall be authorized to:

- (a) Exercise general supervision over a revaluation;
- (b) Conduct sales surveys and establish base values for land and buildings;
- (c) Prepare the sale survey;
- (d) Establish charts and schedules to be used in the revaluation;
- (e) Prepare reports;
- (f) Supervise informal reviews of property assessments with the property owner;
- (g) Oversee any revaluation by assisting the municipality to ensure the revaluation is performed in accordance with state laws and rules;
- (h) Assist the municipality to ensure that compliance with the contract is adhered to; and
- (i) Submit a signed and dated statement to the department attesting to the qualifications at all levels of certification to be true, accurate and correct.

## 2. GENERAL SERVICES TO BE PERFORMED BY THE COMPANY

## 2.1 Appraise all real property.

- 2.1.1 To update all taxable real property within the Town of Newmarket in a good and workmanlike manner according to New Hampshire RSA 75:1.
- 2.1.2 To appraise all tax exempt and non-taxable property within the taxing jurisdiction of the Town of Newmarket in the same manner as taxable property.
- 2.1.3 The company shall re-measure, re-list, if possible, to verify all sale properties within the

Municipality between April 1, 2012 and April 30, 2014. The existing cards may be used for reference; however, all data on the cards except lot measurements, must be verified by measurement and inspection. The Company will do interior and exterior inspections as well as owner interviews if possible to verify the sale information for sales that occurred from April 1, 2012 through April 1, 2014, used as benchmarks for the update sales outside of this date range may be considered.

- 2.1.4 The Company shall perform sales analysis of all qualified sales, determining appropriate classification using data from April 1, 2012 through April 30, 2014. The Sales analysis and final values will be determined as of April 1, 2014.
- 2.1.5 The Company shall make progress reports to the Town Administrator every month and to the Town Council every three months, or as agreed to by both parties.
- 2.1.6 The project shall begin no later than 30 days after execution of a contract.

## 2.2 Completion of Work.

- 2.2.1 The Company shall complete all work and deliver the same in final form to the Selectmen/Assessors on or before **August 15, 2014**.
- 2.2.2 A penalty of eighty dollars (\$80.00) per day shall be paid by the Company for each day required for completion beyond the above stated completion date for delays caused by the Company.
- 2.2.3 The Company shall provide to the Municipality a list of all products to be delivered and the dates of delivery thereof, the USPAP Standard 6 Compliant Final Appraisal Report as described in 3.2.1, the CAMA Systems Manual and any other products as deemed necessary by the Municipality.
- 2.2.4 The update shall be considered complete and in its final form only when:
  - 2.2.4.1 The update shall be considered complete and in its final form only when acceptable values have been submitted.
  - 2.2.4.2 The measure, list when possible and verification of all sales used as benchmark for the update;
  - 2.2.4.3 The field review of all improved properties for continuity is completed;
  - 2.2.4.4 All digital image updates are updated;
  - 2.2.4.5 The informal review (Hearings) of assessments has been completed;
  - 2.2.4.6 The value adjustments are made;
  - 2.2.4.7 The final acceptable values are submitted to the assessing officials;
  - 2.2.4.8 All products required by the contract are delivered to the municipality and the DRA; and
  - 2.2.4.9 All other terms of the contract are fulfilled.

#### 2.3 Personnel.

- 2.3.1 For the grading, classifying, appraising and data collection of all property covered by this contract, the company shall only employ personnel who are:
  - Certified by the DRA, in accordance with New Hampshire Code of Administrative Rules, Asb 303, for the work they will be performing; and

- 2. Approved by the Town of Newmarket.
- 2.3.2 The Company shall not compensate, in any way, a municipal official or employee or any immediate member of the family of such official or employee in the performance of any work under this contract.
- 2.3.3 Upon approval of the contract and before the update begins, the Company shall forward to the DRA a list of the approved employees assigned to the update project.
- 2.3.4 The Company shall ensure that DRA-certified assessor supervisor will be on the update 70% of the time.
- 2.3.5 The following personnel will be available to work on the project as needed: Cheryl Akstin, DRA-Certified Assessor & Jared Hynes.

#### 2.4 Public Relations.

2.4.1 The Company and the Municipality, during the progress of the work, shall each use its best efforts and that of its employees to promote full cooperation and amiable relations with the taxpayers. All publicity and news releases shall be approved by the Town Administrator before being released to the news media. The Company, upon request of the Municipality, shall make available speakers to acquaint groups with the nature and purpose of the reappraisal.

## 2.5 Confidentiality.

- 2.5.1 The Company agrees to not disclose to anyone except the Town Administrator/Board of Selectmen or designee and the Commissioner of the DRA or designee, any preliminary Company agrees that the data regarding the update values or new values discovered, for any purpose, or to permit anyone to use or examine any of the data on file in connection with the update.
- 2.5.2 The in possession of the Company shall be released, upon request, to the New Hampshire Department of Revenue Administration staff member assigned to monitor the update.

## 2.6 Compensation and Terms.

- 2.6.1 The Municipality, in consideration of the services hereunder to be performed by the Company, agrees to pay to the Company the sum of forty nine thousand five hundred dollars (\$49,500.00), If defense of values at the local level is included the cost will be fifty eight thousand dollars (\$58,000) in manner and form as follows:
- 2.6.2 In lieu of a performance bond payment shall be made in monthly installments as the work progresses based on 70% of the estimated proportion of the work completed in the preceding month with the 30% balance being held and accumulated until final completion of the update as defined in 2.2.4.
- 2.6.3 Payment shall be based on monthly progress reports submitted by the Company and after being accepted by the Municipality and forwarded to the DRA monitor for review.

## 3. DETAIL SERVICES TO BE PERFORMED BY THE COMPANY

#### 3.1 Development of Unit Costs.

3.1.1 The Company shall make a careful study and investigation of the costs of residential & commercial/industrial construction in the area, based upon material costs and prevailing wage rates in the building trades or by using an accepted cost manual such as Marshall & Swift valuation service. The Company may develop data unit costs, which may include architects and engineer's fees, and contractor's overhead and profits. Before using such unit costs, the Company shall, if possible, make tests using costs against actual appraisals of buildings whose actual current costs are known in order to insure accuracy.

- 3.1.2 Property Appraisal Schedules. The Company shall use unit costs as the basis of appraisal of residential properties. Schedules shall consist of unit base prices upon definite specifications for houses of various types and quality of construction and reflect the building customs and practices in the community. The schedules shall be complete for various story heights and cover ground areas adequate for the valuation of all types of houses with tables for additions and deductions for variations from base specifications including schedules for garages.
- 3.1.3 Utility Property will be valued using either the Department of Revenue Administration values, Cost manuals, sales, inventories submitted and any other pertinent information provided.

## 3.2 Manuals of Appraisal.

- 3.2.1 **USPAP Standard 6 Compliant Final Appraisal Report (RSA 21-J:14-b, 1, (c))** This report shall comply with the most recent edition of the Uniform Standards of Appraisal Practice (USPAP) Standard Number 6. The report shall contain the following sections:
- 3.2.2 A letter of Transmittal.
- 3.2.3 A Certification Statement.
- 3.2.4 A section detailing the Scope of Work.
- 3.2.5 A section detailing sales, income, and cost approaches to value including all valuation premises.
- 3.2.6 A section including all tables pertinent to the valuation process along with the cost data and schedules developed along with neighborhood delineation maps for the valuation of residential, manufactured housing and exempt properties.
- 3.2.7 A section including statistical analysis and testing.

The Company for use as an appraisal manual shall bind the USPAP Standard 6 Compliant Final Appraisal Report. The Company shall instruct the Selectmen/Assessors in the use of the manual so that the Selectmen/Assessors shall have an understanding of the appraisal process being utilized. Upon completion of the statistical update revaluation, the Company shall deliver one copy of the manual to the Selectmen/Assessors and one copy to the Department of Revenue Administration.

## 3.3 Property Record Cards.

- 3.3.1 The company using the town's CAMA system, cost bourn by the town, shall prepare a property record card, 8 1/2i x 11 inches, for each separate parcel of property in the municipality.
- 3.3.2 The cards shall be so arranged as to show the owner's name, street number, or other designation of the property and the mailing address of the owner, together with the necessary information for determining land value and classification, and space for indicating the land value and value of the buildings on the land.
- 3.3.3 The card shall be so arranged as to show descriptive information of the buildings, pricing detail, depreciation allowed for physical, functional and economic factors and an outline sketch of all principal buildings in the parcel. The property record cards shall be filed as requested by the Municipality.
- 3.3.4 Any coding used by the Company on the property record card shall be clearly explained in writing elsewhere, on the card, or on an attachment thereto.
- 3.3.5 The signature or other identifying symbol of the Company's employee appraising the property shall be noted on each property record card.

## 3.4 Sales Survey.

- 3.4.1 A DRA-certified Property Assessor Assistant, pursuant to Asb 304.02, under the guidance of a DRA-certified Property Assessor, pursuant to Asb 304.03, or DRA-certified Property Assessor Supervisor, pursuant to Asb 304.04 may validate sales data. A DRA-certified Property Assessor Supervisor pursuant to Asb 304.04 shall prepare the company's sales survey. (See Definitions section)
- 3.4.2 In order to ensure that appraisals will reflect full and true value, the Town of Newmarket shall provide to the Company a copy of all property transfers for a minimum of two (2) years immediately preceding the effective date of the revaluation.
- 3.4.3 A sales analysis shall be conducted using accepted appraisal methods in order to determine land, building and total property values. Such analysis shall include documentation of the methods employed and examples of the analyses. Accepted methodology shall include the consideration of all sales given by the municipality to the Company and their inclusion in the sales survey book with appropriate notations for those sales not used in the correlation of values.
- 3.4.4 All property sales used in the sales analysis shall be included in the sales book by photocopy or printout of the property assessment record card and a photograph of the principal buildings shall be attached thereto.
- 3.4.5 The sales price and terms of the sale shall be verified by the Company to the best of its ability and a notation to that effect made on the property assessment record card along with the sale price, date of the sale, and date of inspection.
- 3.4.6 Land values shall be determined from land only sales whenever possible, however, in the absence of an adequate number of land sales, the DRA-certified Property Assessor Supervisor may use the land residual or abstraction technique to assist him in the determination of land values. The analysis portion of the sales survey shall show the sale price and supporting adjustments made in detail that are understandable by the municipal officials.
- 3.4.7 The indicated land values shall be shown as, but not limited to, site, front foot, square foot, front acre or rear acre units or other appropriate units of comparison.
- 3.4.8 The completed sales survey showing the sales used and the analysis to indicate property values with documentation of the method employed and any location factors, together with neighborhood delineation maps showing front foot, square foot or front acre, rear acre unit values, or other appropriate units of comparison shall be delivered to the Assessors for approval and shall become the property of the Municipality with a copy provided to the DRA at the completion of the revaluation.

## 3.5 Informal Reviews/Hearings.

- 3.5.1 The Company shall post in 2 (two) public places, a list showing all property values within the Municipality. The notice shall also contain the date, time and location of the informal hearing/review process including instructions on obtaining an informal hearing/review, the time frame in which the reviews shall be scheduled and instructions relating to the appeal of the informal review process. The municipality if it chooses will mail at its expense notices of preliminary value to each taxpayer.
- 3.5.2 The notification shall contain instructions regarding the appeal process for abatements per RSA 76:16, RSA 76:16-a, and RSA76:17.
- 3.5.3 The Assessors shall approve the informal review schedule in advance, or designee after the DRA has reviewed preliminary valuation analysis and the Selectmen/Assessors or designee may monitor the informal review process. The Company shall ensure that an informal review of the newly estimated property values is provided to all property owners who request such review within a reasonable time frame. This contract will provide for 40 hours allotted to the

informal review. Any necessary time needed beyond that will be at an additional cost to the municipality of \$55.00 per hour.

3.5.4 Notwithstanding Rev 602.04 (c) (2), (Confidentiality) and Section 2.5.1 of this contract, the Company shall make available to all property owners the documentation related to their individual valuation(s).

## 3.6 Defense of Values:

## 3.6.1 Optional Clauses:

- 3.6.1.1 The Company agrees to furnish the services of a qualified representative to support the values it has established for the revaluation tax year upon appeal to the N.H. Board of Tax and Land Appeals (BTLA) or Superior Court, in all cases where the appeal has been entered within the time prescribed by law at the current hourly rate of the company. The Company shall continue to be responsible for providing a qualified representative to support the established value even if the Board of Assessors have reduced the value as part of the proceedings defined in RSA 76:16. However, if the Board of Selectmen increase any value established by the Company, they forfeit their right to Company representation.
- 3.6.1.2 The Company agrees to furnish the services of a qualified representative to support the values it has established for the revaluation tax year upon appeal to the BTLA or Superior Court, in all cases where the appeals have been entered within the time prescribed by law at a charge of \$65.00 per hour for residential, \$125 per hour for commercial/industrial and \$1,200 a day for utility expert plus expenses.

## 2. CONDUCT OF VALUATION OF REAL PROPERTY

## 4.1 Inspection.

The exterior and interior of each house and all appurtenant buildings that sold during the update period shall be carefully inspected, measured and listed.

- 4.1.1 "Measure" means a physical inspection and recording and sketching of the exterior dimensions of any improvements.
- 4.1.2 "Listing" means recording a description of the interior and exterior attributes of any improvements.

#### 4.2 Entrance

- 4.2.1 Except for vacancies, refusals, unsafe structure, inhabitants that appear dangerous or threatening and those properties where the assessor's office is unable to make arrangements for interior inspection, the Company shall guarantee reasonable effort to obtain 100% interior inspection of all property that sold during the update period.
- 4.2.2 When entrance to a building is refused or the occupants are not present, the Company shall make a note, together with the date and time, on the property record card. A second attempt to inspect the property shall be made either after 4:00 p.m. on weekdays or on Saturday. If a second attempt to inspect the property is unsuccessful, the Company shall either leave a notification card at the property or send a letter to the property owner requesting the property owner arrange an appointment for an interior inspection.
- 4.2.3 If the Company receives no response from the property owner within thirty (30) days, a report shall be made to the Town Administrator/Town Council or designee. The Town Administrator/Town Council or designee shall attempt to make arrangements for the interior inspection and notify the Company within (10) working days of whether or not inspection arrangements were made. If the Town Administrator/Board of Selectmen or designee is unable to procure arrangements for an interior inspection, the Company shall estimate the value of the building using the best available evidence. The property record card shall be appropriately documented.

4.2.4 In all cases of entry, the property owner or occupant, must be at least 18 years of age, shall be asked to sign the property record card as evidence of interior inspection.

#### 4.3 Measurement.

The Company shall show on the property record card, or an attachment thereto, a diagram of the principal buildings and their dimensions, with the street side or waterfront toward the bottom of the diagram.

#### 4.4 Listing

The Company shall accurately describe and record all listing of pertinent items whether affecting market value or not to both interior and exterior features.

#### 4.5 Construction.

In accordance with Rev. 600 rules, the quality of construction and approximate age shall be noted and the specific details of the following features, as applicable, such as foundation, basement area, roofing, flooring, exterior cover, interior finish, fireplaces, heating and air conditioning systems, solar collectors, plumbing and plumbing fixtures, tiling, electric service, the number of rooms and bedrooms, sprinkler systems, elevators and any other data which would influence value.

## 4.6 How The Company Values Property

- 4.6.1 Replacement cost shall be computed using the schedules described in sub-paragraph 3.2. These values shall then be depreciated according to age, condition, utility, and desirability, and the appropriate amount of physical, functional and economic depreciation shall be shown on each property record card, or shown as a composite adjustment based on condition, utility and desirability.
- 4.6.2 If the residential property contains 4 or more separate apartments or residential areas, and if the rental charges are at market level, the earnings may be examined to establish a basis of rent capitalization to be used as a comparison to other property indications of value.
- 4.6.3 Before the final values are estimated, a DRA-certified Property Assessor Supervisor as described in RSA 21-J:14-f, I and II, shall compare the preliminary values with the sales utilized in the sales survey to ensure all values reflect the market as of April 1 of the year of the update.
- 4.6.4 When computations of the data obtained from the inspection have been completed a final review shall be made by a DRA-certified Property Assessor Supervisor as described in RSA 21-J:14-f, I and II, parcel by parcel, block by block, to identify and correct any mechanical errors, unusual features or anything influencing the final value and to ensure all properties are valued at their highest and best use.

#### 5. SERVICES TO BE PERFORMED BY THE MUNICIPALITY/CITY

- **5.1** The Municipality shall notify the Company, in writing, which properties within the taxing jurisdiction are exempt from taxation.
- 5.2 The Municipality shall furnish to the Company information pertaining to ownership of all property in the municipality, a set of current tax maps, zoning maps, charts, plans, sales information, and additional copies if requested by the Company.
- **5.3** The Municipality shall keep the company informed of all sales of property taking place during the progress of the update of which it has knowledge.
- **5.4** The Municipality shall make corrections to tax maps as of April 1, of the update year where lots have been subdivided or apportioned and notify the Company of all ownership, name and address changes of which it has knowledge.

- 5.5 Office Space and Equipment. The Municipality shall provide suitable access to office space with desks, tables, and chairs for the use of the agents and employees of the Company in performing their necessary work. The Municipality shall furnish any needed telephones, and other such equipment necessary to complete the work.
- **5.6** The Municipality shall notify by first class mail or other acceptable means, all property owners addressed during the informal reviews of the disposition of their review stating whether or not a change in value has resulted, and the amount thereof.
- 5.7 The Municipality shall mail, first class, to all property owners, the notification of the newly estimated value of the property by sending to the property owner either of the following: (1) a list of all property owners and the valuations of all properties in the Municipality or (2) a letter stating the newly estimated value of the property. If a letter is sent then the town shall either publish a list showing all property values within the Municipality in a newspaper of general circulation for the entire Municipality or post in 2 (two) public places, a list showing all property values within the Municipality. The notice shall also contain the date, time and location of the informal review process including instructions on obtaining an informal review, the time frame in which the reviews shall be scheduled and instructions relating to the appeal of the informal review process.
- **5.8** The notification shall contain instructions regarding the appeal process for abatements pursuant to RSA 76:16, RSA 76:16-a, and RSA 76:17.
- **5.9** The Municipality shall perform all data entry associated with the measure and listing of the properties used as benchmarks for the new values and all changes resulting from the field review.

#### 6. CONDUCT OF VALUATION OF PUBLIC UTILITY PROPERTY

**6.1** The company may, upon approval of the local assessing officials, use the values of public utility properties determined either by the DRA or by an individual certified by DRA pursuant to RSA 21-J:14-f. I.

## 7. INDEMNIFICATIONS AND INSURANCE

- 7.1 The Company agrees to defend and indemnify the Municipality, with which it is contracting, against claims for bodily injury, death and property damage that arises in the course of the Company's performance of this agreement and with respect to which the Municipality is free from negligence on the part of itself, its employees and agents.
- 7.2 The Company shall not be responsible for the consequential or compensatory damages arising from the late performance or non-performance of the agreement caused by circumstances, which are beyond the Company's reasonable control.
- 7.3 The company shall maintain Public Liability Insurance, Automobile Liability Insurance and Workmen's Compensation Insurance.
  - 7.3.1 The Public Liability Insurance shall be in the form of commercial general liability with the inclusion of contractual liability coverage and shall provide limits of \$1,000,000 each person, \$1,000,000 each occurrence for bodily injury liability, and \$1,000,000 each occurrence for property damage liability.
  - 7.3.2 The Automobile Liability Insurance shall be in the form of comprehensive automobile liability and shall provide limits of \$1,000,000 each person and \$1,000,000 each occurrence for bodily injury liability. A copy of the insurance certificate shall be forwarded to the DRA before starting any work.
- 7.4 The Company shall provide certificates of insurance to the Municipality and the DRA before starting the revaluation confirming the required insurance coverage and providing that the Municipality shall receive ten (10) days written notice of the cancellation or material change in the required insurance coverage.

## 8. PERFORMANCE BOND

**8.1** In lieu of the performance bond, the Municipality will withhold 30% of the contract amount until completion. In the event a surety bond is desired, the cost associated with the bond or letter of credit including professional fees will be *assumed* by the Municipality.

## 9. ESTIMATED SIZE OF REVALUATION

9.1 It is agreed between the parties that the entire update consists of an estimate of 4,166 tracts as defined by RSA 75:9, and that in the event that the number should exceed 2% of said estimate, the Company shall be entitled to additional remuneration based on a pro rata basis of \$20.00 per tract.

#### 10. SUMMARY OF CONTRACT COSTS

10.1	Contract price including local defense of values	\$58,000.00
	Contract price exclusive of local defense of values	\$49,500.00
10.2	BTLA/Superior Court Residential	\$65.00 per hour
10.3	BTLA/Superior Court C/I	\$125.00 per hour
10.4	BTLA/Superior Court Utility	\$1,200.00 per diem
10.5	Informal reviews over 50 hours	\$55.00 per hour
10.6	Parcel cost over 3300 parcels	\$20.00 per parcel

#### 11. TIMELINE OF CONTRACT

- 11.1 Contract awarded on or before December 20, 2013
- 11.2 Meet with Department of Revenue and Municipality on or before January 15, 2014
- 11.3 Measure and list 50% of sales as mentioned in Section 2.1.3: March 30, 2014
- 11.4 Measure and list 100% of all sales to date: April 30, 2014
- 11.5 Market Sales Analysis: May 31, 2014
- 11.6 Draft Valuation and Listings: June 21, 2014
- 11.7 Completion of Preliminary values: July 11, 2014
- 11.8 Taxpayer hearings July 28-31, 2014
- 11.9 Final Product to Board of Selectmen: August 15, 2014

## 12. PERSONNEL ASSIGNED TO THIS CONTRACT

- 12.1 Assessor Supervisor; Todd Haywood, CNHA
- 12.2 Assessor Supervisor, Cheryl Akstin, CNHA
- 12.3 Assessor Assistant, Jared Hynes

## 13. PROFESSIONAL EXPERIENCE

Todd Haywood PO Box 1484 Concord NH 03302 (603) 225-9780

## CERTIFIED NEW HAMPSHIRE ASSESSOR #148, NH DRA-CERTIFIED ASSESSOR SUPERVISOR

## **EDUCATION**

Concord High School

NH Technical College- Business Management Major

International Association of Assessing Officers Course

Course 101 "Fundamentals of Property Appraisal"

Course 102 "The Income Approach to Value"

Course 112 "The Income Approach to Value II"

Course 155 "Depreciation Analysis"

Course 300 "Fundamentals of Mass Appraisal"

Course 311 "Residential Modeling Concepts"

Course 312 "Commercial Modeling"

Course 400 "Assessment Administration"

Course 402 "Tax Policy"

Course 710 "Valuation of Golf Courses"

The Appraisal Foundation "2003 & 2012-13,15 Hour Uniform Standards of Professional Appraisal Practice"

The Appraisal Foundation 2006" Uniform Standards of Professional Appraisal Practice Standard 6 Mass Appraisal"

NHAAO "2003 NH State Statutes Course"

Avitar - "80-Hour Appraisal Training Course"

## Civic Organization Membership

Board of Directors "Concord Northeast Baseball & Softball Inc.," Founder of "Greater Concord Youth Athletic Association Inc.," Member of the "Knights of Columbus Council 112," Member New Hampshire Assessing Standards Board, *Former* Member of City of Concord Community Development Advisory Committee and Member of the Board of Directors, NH Association of Assessing Officials.

## **Court Experience**

Appeared before the NH Board of Land and Tax Appeals for multiple cases pertaining to both residential and commercial properties.

#### **Revaluation Experience**

2011: Statistical Revaluations for Strafford and Wilton; 2010: Statistical Revaluation for Lyndeborough;

2009: Statistical Revaluation for Pembroke; 2008: Statistical Revaluations for Hooksett and Greenland;

2006: Statistical Revaluation for Wilton; 2005: Statistical Revaluation for Lyndeborough; and 2000-2004:

Assisted with over 15 revaluations while working for Avitar and Associates of NE.

## Granite Hill Municipal Services; 1/2004 - present

Certified N.H. Assessor; NH DRA-Certified Assessor Supervisor; Owner/operator of assessing consulting agency. Clients include; Wilton, Lyndeborough, Strafford, Hooksett and Rindge.

## Avitar Associates of N.E. 07/2000- 12/31/2003

Measurer and Lister 7/2000-7/2001

Job Responsibilities: Measuring, inspecting, evaluating the overall condition and sketching properties for

property tax purposes.

## Assessor Assistant 7/2001 to 7/2003

Job Responsibilities: Included, but were not limited to, assisting the appraiser supervisor in the routine maintenance of values of municipal assessments.

## Assessor 8/1/2003-12/31/2003

Responsibilities: Included, but were not limited to, the appraisal of real estate for assessment purposes, routine maintenance of a municipality's assessments, assisting the appraiser supervisor in establishing values through sales analysis and implementing them during a revaluation.

## Bob Watt Real Estate 3/2002-4/2006

Licensed Real Estate Sales Person: Job responsibilities were to assist the client in buying or selling a desired property. Also responsible for executing a purchase and sales agreement and to advise the client regarding their best interest

## TBH Real Estate Services LLC 10/1998- Present

I own and manage residential rental units in Concord NH.

#### Market Basket Supermarkets Inc. 06/1984- 07/2000

I began as a part-time Assistant Front End Manager and over my tenure I held numerous management positions. During this time I coordinated and implemented the hiring, training and scheduling of employees and was responsible for overseeing the payroll implementation for new store openings in Claremont and Warner N.H.

## Personal Qualities

I am highly motivated with excellent interpersonal skills. I am always looking for ways to improve my professional and personal skills. I believe no matter what the level a person's expertise, there is always room for improvement. I am a progressive thinker and enjoy new ventures. I have met nearly all of the education requirements to be a candidate for the International Association of Assessing Officers' highest designation of "CAE" and hope to have this completed within the next two years.

Cheryl Akstin 55 Stirling Avenue Hooksett, NH 03106 (603) 225-9780

CERTIFIED NEW HAMPSHIRE ASSESSOR #192, NOVEMBER 2010, NEW HAMPSHIRE CERTIFIED RESIDENTIAL APPRAISER, #75017, JUNE 2006 MASSACHUSETTS CERTIFIED RESIDENTIAL APPRAISER, # 459, JUNE 2006

## **EDUCATION**

Cambridge Rindge and Latin High School, Cambridge MA Suffolk University, Boston MA, Associates Degree in General Studies, 2002

## International Association of Assessing Officers Courses

Course 101 "Fundamentals of Real Property Appraisal," October 2007

Course 300 "Fundamentals of Mass Appraisals," March 2009

Course 311 "Residential Modeling Concepts", October 2013

Course 312 "Commercial Modeling Concepts", May 2012

Course 400 "Assessment Administration," October 2010

Course 402 "Tax Policy," October 7, 2011

## JMB Real Estate Academy, Chelmsford, Massachusetts

Basics of Real Estate Appraisal, June 2002

Appraising 1-4 Family Properties December 2003 (30 Hours)

Appraising Income Properties, March 2005 (30 Hours)

Residential Market Analysis and Highest and Best Use, August 2005 (15 Hours)

Uniform Standards of Professional Appraisal Practice, August 2002

Uniform Standards of Professional Appraisal Practice Update, July 2005.

Uniform Standards of Professional Appraisal Practice Update, December 2006

Uniform Standards of Professional Appraisal Practice Update, November 2008

Uniform Standards of Professional Appraisal Practice Update, September 28, 2010

#### New Hampshire Department of Revenue

New Hampshire State Statues Course Part 1, May 2007 (21 Hours) New Hampshire State Statues Course Part 2, October 2007 (21 Hours) Civic Organization Membership School Board Member, Town of Hooksett, NH

#### Court Experience

Appeared before the NH Board of Tax and Land Appeals

## **Revaluation Experience**

2008: Assisted in the Statistical Revaluation for Hooksett

#### **Town of Hooksett**

Real Estate Appraiser May 2008 to Present

Job responsibilities include, but are not limited to, assisting the appraiser supervisor in the routine maintenance of values of municipal assessments.

## Municipal Resources Inc.

Assessor Assistant, July 2007 - May 2008

Job Responsibilities included measuring, inspecting, evaluating the overall condition and sketching properties for property tax purposes.

## Appraisals Unlimited, Needham, MA

Trainee Appraiser, March 2003 - June 2006

Certified Appraiser June 2006 - May 2008

Provided quality and timely appraisals. Experience appraising single-family residences, condominiums, mobile homes, manufactured homes, and small income properties.

## Suffolk University, Boston Massachusetts

Staff Assistant, Electrical Engineering Department, 1994 - 2002

Provided administrative support for the Chairman and the Office of Electrical Engineering. Event Coordination, Student/Faculty Interaction, Staff Supervision and Special Project Coordination.

#### **Personal Qualities**

I have set and achieved challenging goals while demonstrating persistence, commitment and dedication. I have completed all NH Department of Revenue requirements of an Assessor Supervisor and awaiting my certificate. I am a tactful and patient communicator. I am flexible within the working environment and able to adapt quickly and positively to challenging situations whilst remaining calm, focused and positive, who enjoys working either independently or as a member of a pro-active team.

#### PROFESSIONAL REFERENCES

Karen Anderson Town Administrator Town of Greenland (603) 431-7111 1,750 Parcels Revaluation conducted 2008 & 2013

Pamela Atwood Town of Wilton Town Administrator (603) 654-9451 2,000+/- parcels Revaluation conducted 2006 & 2011

Kate Thorndike Town of Lyndeborough Town Administrator (603) 654-5955 1,000+/- parcels Revaluation conducted 2005 & 2010

David Jodoin Town Administrator Town of Pembroke 3000 parcels (603) 485-4747 Revaluation conducted 2009

Ellen White Administrator Town of Strafford (603) 664-2192 2,700 parcels Revaluation conducted 2011

Elayne Pierson Assessing Clerk Town of Hooksett 6,000 Parcels (603) 268-0003 Revaluation conducted 2008

Carol Granfield Town of Hooksett Former Town Administrator (603) 548-7201 cmgranfield@gmail.com

Neal Cass Town Administrator Town of Hopkinton (603) 746-1005

## 14. SIGNATURE PAGE

Date:	
Municipality of: N	Newmarket
Reviewed by:NH Department of Revenue Admir	Date:nistration
In the presence of:	
Witness	By: Municipal Official(s)
In the presence of:	By: Company
Witness:	President:

## 15. ADDENDUMS, AMENDMENTS AND APPENDIXES

# 15.1 Addendums, Amendments and appendixes may be added only by separate instrument in writing and shall meet all requirements of Rev. 602.

## Cost Sheet

Analyze sales with existing rates	\$3,500.00
Preliminary Sales Analysis	\$6,500.00
Measure and List Sales (approximately 125)	\$3,750.00
Final Sales Analysis and Reconciliation	\$5,000.00
Data Entry of changes from sales and hearings (TOWN)	\$0.00
Full Parcel by Parcel Field Review	\$12,000.00
Digital Images	\$4,250.00
Neighborhood Delineation Map	\$2,000.00
Update Neighborhood Factors	\$1,400.00
Data Entry of changes from Field Review (TOWN)	\$0.00
Set Land Values	\$3,000.00
Develop Building Base Rates	\$2,500.00
Update Depreciation Tables	\$2,500.00
Update Current Use as Needed	\$500.00
Valuation Notices (TOWN)	.00
40 Hours Informal Hearings	\$2,200.00
USPAP Compliant Report	\$400.00
Local Defense of 2014 Values (Estimated 78 abatements x 2 hours per @ \$55.00 per hour.)	\$8,500.00
Total for Project	\$58,000.00

Name of Company:		
Signature:	Date:	



Proposal for Assessing Services

Newmarket, NH November 1, 2013

# **Table of Contents**

Docur	<u>ment</u>	<u>Page</u>
Propos	sed Contract	1
Non-C	Collusion Statement	7
Public	Relations/Quality Control Plan	8
Summ	nary of CCAG Assessment Contracts/References	9
Resun	nes:	
	Jeffrey Earls – Supervisor	11
	Kathleen Earls – Office Manager	13
	Mandy Irving - Supervisor Trainee	14
	Rick Earls – Real Estate Measurer and Lister	16
	Joseph Devarenne - Real Estate Measurer and Lister	17
	Eric Ober – Real Estate Measurer and Lister	18
	Lori Venie – Administrative Assistant to President	19
	Terri-lee Jansky – Data Entry Specialist	21

## Statistical Update Services

## for the

## Municipality of Newmarket, NH

Cross Country Appraisal Group is a Municipal Assessing Company that has been providing assessing/revaluation services since 2004.

## Section I. Functions/Responsibilities:

The Municipality of Newmarket seeks to retain a Professional Assessing Service Contractor to perform the duties and functions of Municipal Assessor as provided for below.

## Section II. Term:

The term of this Agreement shall be for a period of December 1, 2013 through August 15, 2014.

## Section III. Municipality and Company Identity:

Name of Municipality:

Town of Newmarket

Address of Municipality:

186 Main Street

Newmarket, NH 03857

Contracting Officer:

Board of Selectmen

Telephone and fax numbers:

Phone: 603-659-3617

Fax: 603-659-8508

E-mail Address, if applicable:

Name of Company:

Cross Country Appraisal Group, LLC

Mailing Address of Company:

210 North State Street

Concord, NH 03301

Principal place of business, if different from b. above: Same

E-mail address, if applicable

jearls@xcag.com

Telephone and fax numbers

Phone: 603-415-0130

Fax: 603-415-0131

Name and Title of Company Signer: Jeff Earls

Type of business organization: Corporation

Tax Identification #20-1912717

## Section IV. Relationship of the Parties:

The relationship between the Contractor and the Municipality shall be that of an Independent Contractor. As such, the Contractor shall hold the Municipality, its agents, servants and employees harmless, at the Contractor's sole expense, to any liability or legal proceeding occurring as a result of the Contractors' action(s) or omissions, including injury, death, property damage, or any associated expense(s) including costs of defense and reasonable

attorney's fees. It is understood by the parties that legal proceedings resulting from appeals of property valuations or constitutional interpretations concerning property valuations are not subject to this clause.

## Section V. Termination/Resignation:

Nothing in the Agreement shall prevent, limit or otherwise interfere with the rights of either party to terminate the Agreement subject to the terminating party giving thirty (30) days written notice to the other party, prior to the effective date of separation. In that event, all finished and unfinished work product shall become the property of the Municipality. If the contract is terminated by the Municipality, as provided herein, the Contractor will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services covered by the Contract, less payment of compensation previously made. Termination of the Contract or the retention of funds by the Municipality shall not preclude the Municipality or the Contractor from bringing an action against either party for damages or exercising any other legal, equitable, or contractual rights by the Municipality or Contractor may possess in the event of the Contractors' failure to perform.

In the event of written notice of termination by the Municipality, a ten (10) day period shall be allowed the Contractor to correct violations.

## Section VI. Misrepresentation or Default:

The Municipality may void any and all contract(s) at any time if the Contractor has materially misrepresented any offering or defaults on any contract with a New Hampshire municipality.

In the event that any Contract person or employee assigned to the Municipality of Newmarket is convicted of any act resulting in personal gain in the execution of services provided through this agreement, then the Municipality shall have no obligation of prior notice, and may immediately terminate any and all Contracts.

## Section VII. Transfer, Assignment, Sub-letting:

The Contractor will not assign any part of this Agreement without express written permission by the Municipality.

## Section VIII. Work Product:

All work products used or created in conjunction with the services covered under this Agreement shall be the sole property of the Municipality, and that, in the event of Cancellation or Termination, such products will remain with the Municipality.

## Section IX. Services \ Accommodations:

The Contractor agrees to provide all services, support, personnel, labor, personal materials and equipment to perform the services that are the subject of the RFP.

<u>The Contractor</u>: The Contractor shall provide all the above-slated resources. Personal materials include calculators and field inspection equipment.

The Municipality: The Municipality shall provide remote access to a computer with links to the Vision CAMA system.

## Section X Specific Scope of Work

The contracted firm will complete the following work in accordance with the best practices of the profession:

- 1) Perform complete exterior and interior inspection (full measure and list) and appraisal of all properties transferred between April 1, 2012 and April 1, 2014 within the Town. The existing property cards may be used for reference; however, all data on the cards, other than lot measurements, must be verified by measurement and inspection. New exterior photographs are required. The contract should attempt to set up appointments with the property owner and if necessary follow up with callbacks. Documentation of inspection and follow-up is required.
- 2) Perform sales analysis of all transfers determining appropriate classification using data from April 1, 2012 through April 1, 2014. The sales analysis and final values will be determined as of April 1, 2014.
- 3) Work with the Town's contract assessor during each phase of the project and provide responses to suggested input.
- 4) Input all property records and sales analysis data into Town's appraisal software (Vision) and generate new values for the entire town.
- 5) Make at least monthly progress reports to the Town Administrator and/or his representatives unless otherwise agreed to by both contract parties.
- 6) Perform public relations with the residents of Newmarket, including, but not limited to, press releases, ongoing progress reports, formal presentation to the Town Administrator of macro results prior to property owner notification, individual notification to property owners of revaluation results, and informal reviews.
- 7) The Contractor shall pay a penalty of \$100.00 per day for each day required for completion beyond the stated completion date of August 15, 2014.

## Section XI. Minimum Personnel Standards

The selected Contractor must be DRA certified for this work. All personnel working on the statistical update in the Town of Newmarket shall be DRA certified in the grading, classifying and appraising of all property covered by this contract. The Project Manager must be DRA certified as a Property Assessor Supervisor as outlined in ASB 304.04. All necessary field assistants shall hold the Measurer and Lister Certification by DRA. All personnel must have undergone criminal background checks satisfactory to the Town. Changes in the Project Manager must be approved by

the Town (not to be unreasonably withheld).

## Section XII. Minimum Insurance Standards

Prior to commencing work, and throughout the term of this Contract, the Contractor shall obtain, maintain and provide to the Town a copy of the certificate, in the limits and under the conditions set forth below, insurance coverage for the following types and levels of coverage:

i. Workers Compensation: Statutory

ii. Automobile and Equipment: \$1 Million/\$2 Million

iii. Property Damage: \$1 Million/\$2 Million

iv. General Liability: \$1 Million/\$2 Million

Each policy of insurance shall be issued by a financially secure insurer, duly licensed to do business in the State of New Hampshire. The Town shall be named as certificate holder and shall be included along with officers, employees and agents as named additional insured. The Town shall be notified no earlier than thirty (30) days before any such policy is cancelled, altered or materially changed. If a subcontractor or sub-consultant is used for any portion of the work, the Contractor will provide to the Town a similar certificate, in similar amounts and under similar conditions, from the subcontractor.

Should the Contractor fail to maintain such Workers' Compensation insurance, and should the Town be found liable to principals, officers, employees and agents of the Contractor, the Town may recover from the Contractor the amount of any medical costs and compensation paid to or on behalf of the principals, officers, employees and agents of the Contractor and any expenses relating to claims filed under the provision of Workers' Compensation.

## Section XIII. Status of Contractor & Support by Town

The Contractor shall be compensated as an independent Contractor and shall be responsible for providing FICA, Workmen's Compensation, Unemployment Compensation & Liability to all employees assigned to the Town of Newmarket and providing proof thereof.

The Town will provide office space with a desk, phone, photocopier and computer with access to the Vision CAMA system at the Town Offices while they are in Town doing their field work. This is support space and is not intended to be the primary offices for the Contractor. The Municipality shall provide remote access to a computer with links to the Vision CAMA system

## Section IX. Compensation:

The Contractor shall be compensated as an independent contractor under this Agreement. As such, the Contractor shall be responsible for providing F.I.C.A., Workmen's Compensation, Unemployment Compensation & Liability to all employees assigned to the Municipality of Newmarket.

## Section X. Completion of Project:

The Statistical Update shall be considered complete only when informal reviews have been completed, the figures reviewed by the Select Board, changes have been made as required, the Select Board has accepted the new values, all data have been entered into the assessing program on the Town's computer system and required USPAP manual has been provided.

## Section XI. Project Timeline:

Clerical start-up operations	December 2, 2013
Sales inspection start-up	December 8, 2013
Sales analysis start-up	January 15, 2014
Sales inspection completion	April 4, 2014
Sales analysis completion	April 16, 2014
Modeling and calibration start-up	April 21, 2014
Modeling and calibration completion	May 5, 2014
Final field review	May 9, 2014
Generation of preliminary values for Monitor review	May 14, 2014
Notice of preliminary values	June 2, 2014
Informal hearing schedule	June 12, 13, 14
Request for final project review	June 20, 2014

## **CONTRACT PRICE**

## FORTY-THREE THOUSAND 00/100 DOLLARS

## \$43,000

## Additional Services:

## **Defense of Statistical Update Values**

- Three Thousand 00/100 (\$3,000) for all appeals based on value only.
- Sixty-Five 00/100 (\$65.00) per hour for appeals based on incorrect data

## **Utilities**

- Utility values will be Two Thousand 00/100 (\$2,000) per utility appraisal. Defense of utility appraisals will be billed at Two Hundred 00/100 (\$200.00) per hour.
- Telephone and cable appraisals will be Two Thousand (\$2,000) per appraisal. Defense of telephone and cable appraisals will be billed at Two Hundred 00/100 (\$200.00) per hour.

	Municipality of Newmarket
	By: Board of Selectmen:
	The state of the s
	8
Date:	Cross Country Appraisal Group, LLC:

# Non-Collusion Statement

Cross Country Appraisal Group has not colluded in any way with other companies to fix prices or to otherwise influence the bidding on this project.

# PUBLIC RELATIONS/QUALITY CONTROL PLAN

# Town of Newmarket

As we all know the words "revaluation or update" can cause a great amount of anxiety and fear to a municipality and its' taxpayers. This kind of anxiety and fear can be alleviated with good communication and planning. Cross Country Appraisal Group, LLC (CCAG) recognizes the need for a good public relations and quality control plan to insure a smooth project for the municipality and the taxpayers.

Prior to beginning the project, we would like to have a kick-off meeting to include myself, my office manager, and my data collectors with officials from Newmarket. The purpose of this meeting is: 1) to meet the employees you will be working with; 2) to provide you with their vehicle information; 3) to ensure that all involved are on the same page as far as project expectations and timing are concerned; and 4) to resolve any questions or concerns any party may have prior to hitting the ground.

Once the project is underway, my employees provide information to my office manager on a daily or weekly basis which is used to continually track progress and determine the next steps. We would establish how often and what type of information you would like to receive during the kick-off meeting.

Residents would be notified of our presence in town via newspaper publications, postcards, notification letters, or telephone calls when necessary. Postcards would be left at any residence where our data collector finds no one home to inform them of our presence on their property. In the event there are properties with no-trespassing signs, a letter would be sent to the homeowner asking them to contact us to establish a convenient time to visit. Should my field staff run into an angry or confrontational homeowner, they are instructed to immediately leave the property and notify the office. We would, in turn, notify your assessing office to advise them about any such contact.

CCAG performs its own internal review of our data collectors work by auditing 10% of all properties visited.

CCAG's goal is to make this as stream-lined and efficient for all involved. By following the above procedures, we have a proven track record of meeting or exceeding all of the residents and Towns requirements and interests.

# SUMMARY OF ASSESSMENT CONTRACTS

					)		
TOWN	PROJECT	SOFTWARE	START YEAR	COMPLETION YEAR	PARCELS	CONTACT PERSON	PHONE
ALSTEAD	CYCLICAL	AVITAR	2007	2011	1300	LINDA CHRISTIE, CLERK	835-2986
BARRINGTON	4-YEAR REVAL	AVITAR	2006	2009	4,500	SUZANNE MCNEIL, SECRETARY	664-9007
BRADFORD	GENERAL UDATE	AVITAR	2009	2010	1,800	CHERYL BEHR, TA	938-5900
CANAAN	REVALUATION CYCLICAL	AVITAR	2007	2011	2,531	MICHAEL CAPPONE, TOWN ADMINISTRATOR	523-4501
CANTERBURY	CYCLICAL	AVITAR	2007	2011	1,549	BEN BYNUM, ASSESSING CLERK	783-9955
CHARLESTON, VT	REVALUATION	AVITAR	2005	2006	765	JEAN WILSON, LISTER	802-895-
CHICHESTER	CYCLICAL	AVITAR	2009	2013	1,600	SELECTMEN	798-5350
CROYDON	REVALUATION	PROVAL	2007	2010	009	BRENDA MCGUIRE, TOWN CLERK	863-7830
DURHAM	CYCLICAL	VISION	2009	2010	2,578	TODD SELIG	868-8065
ENFIELD	CYCLICAL		2013	2013	800	NORM BERNAICHE	526-4821
FARMINGTON	4-YEAR REVAL	PROVAL	2006	2009	3,000	BONNIE LAUZE, , ASSESSING CLERK	755-2208
FRANCESTOWN	UPDATE	AVITAR	2009	2009	1,500	SHERRY MILLER. AA	547-3469
GOFFSTOWN	LISTING	VISION	2009	2009	6,000	SCOTT BARTLETT, ASSESSOR	497-8990
HANCOCK *	REVALUATION	STATE CAMA	2006	2006	1,200	LINDA COUGHLIN, SECRETARY	525-4441
HILL	UPDATE	AVITAR	2009	2009	1,300	LINDA HENRY, AA	934-1094
HILLSBOROUGH	CYCLICAL	AVITAR	2007	2011	2,624	JOHN STETSER, BUSINESS ADMIN.	464-3877
HUBBARDTON, VT	REVALUATION	AVITAR	2005	2006	693	PAT VITTUM	802-273-
LACONIA	LISTING	NOISIA	2009	2010	10,200	JON DUHAMEL, ASSESSOR	527-1268
LOUDON	REVALUATION	AVITAR	2008	2012		JEAN LEE, OFFICE MANAGER	798-4541
MADISON	REVALUATION	AVITAR	2006	2010		MELISSA ARIAS, ADMIN. ASSISTANT	367-4332
MARLBOROUGH	REVALUATION	PROVAL	2005	2006	1,150	SANDY LAPLANTE, A.A.	876-3751
NELSON *	REVALUATION	AVITAR	2006	2006	672	JOAN BOSELY, AA	847-0047
NEW IPSWICH	UPDATE	AVITAR	2009	2009	2,400	JOANNE MESHNA, LAND USE COOD.	878-2772
NORTHFIELD	CYCLICAL	AVITAR	2009	2013	2,800	GLENN SMITH, TM	286-7039
OSSIPEE	REVALUATION	AVITAR	2008	2010	5,000	MARTHA ELDRIDGE, SECRETARY	539-4181
PITTSFIELD	CYCLICAL	AVITAR	2007	2010	1,900	CARA MARSTON, AA	435-6773
PITTSFORD, VT	REVALUATION	VISION	2005	2006	1,169	JEAN HARVIE, CHARIMAN	802-483- 2275
PLYMOUTH	REVALUATION	PATRIOT	2005 2009	200 <b>8</b> 2013	2366	PAUL FREITAS, TOWN ADMIN.	536-1731
POULTNEY, VT	REVALUATION	VT CAMA	2009	2011	1,750	BOARD OF LISTERS	802-287-

							1925
TOWN	PROJECT	SOFTWARE USED	START YEAR	COMPLETION YEAR	PARCELS	CONTACT PERSON	PHONE NO.
RICHMOND	REVALUATION	PROVAL	2007	2009	1000	JC BOUDREAU, SELECTMEN	239-4232
SANDWICH *	CYCLICAL	AVITAR	2007	2009	672	CATHY CROCKFORD, AA	284-7701
STODDARD	UPDATE	PROVAL	2009	2009	2,011	EVELYN NADEAU, A.A.	446-3326
TRI-TOWN							
New London,	CYCLICAL		2012	2013	2800	NORM BERNAICHE	526-4821
Newbury, Sunapee				(Management of the Control of the Co	10.00 mm. 100.00 mm. 1		
TUFTONBORO *	UPDATE	AVITAR	2010	2010	3,311	CATHY POUNDER	569-4539
UNITY	REVAL	PROVAL	2005	2009	1,100	TAMMY DOWD, AA	543-3102
UNITY	UPDATE	PROVAL	2006	2006	1,100	TAMMY DOWD, AA	543-3102
WARNER	REVALUATION	PROVAL	2009	2010	2,025	MARTHA MICAL, ASSESSING CLERK	456-2298
WASHINGTON	UPDATE	AVITAR	2010	2010	2,000	LYNN COOK	495-3251
WEBSTER *	REVALUATION	AVITAR	2009	2013	1,471	JUDY JONES, ASSESSING CLERK	648-2272
WENTWORTH	CYCLICAL REVAL	AVITAR	2007	2011	006	JANET WOOLNER, AA	764-9955
WESTMORELAND	GENERAL AS.	AVITAR	2009	2013	1,100	TINA BLANCHARD, SEC	399-4471
WOLFEBORO *	UPDATE	VISION AVITAR	2007	2007 2010	5,100	DAVID OWEN	569-8161

\*Towns with lakefront properties

Bow, NH

#### **EXPERIENCE:**

# **Cross Country Appraisal Group, LLC**

Concord, NH

Owner/President/Supervisor of revaluations and updates

January 2005 to present

- General assessing for municipal exemptions, credits, current use, property owner abatements & appeals
- Supervise revaluation and updates of real property for local and state tax purposes
- Testify before the NH Board of Tax and Land Appeals and Superior Court

# Earls Nieder Perkins, LLC

Pembroke, NH

Managing Partner/Real Estate Assessor Supervisor

1998 to December, 2004

- Supervised revaluation and updates of real property for local and state tax purposes
- General assessing for municipal exemptions, credits, current use, property owner abatements & appeals
- Appraised new construction, additions, subdivisions, residential, condominium, commercial, current use, abatements, BTLA and weekly assessing work.
- Testify before the NH Board of Tax and Land Appeals and Superior Court

# Department of Revenue Administration, Property Appraisal Division

Concord, NH

Assistant Director/Real Estate Assessor Supervisor

1996 to 1998

- Supervised 18 field appraiser in the revaluation of municipal properties
- Measuring and listing of residential, condominium, commercial, current use, property owner abatements, BTLA and weekly assessing work
- Review and verification of new and continuing property construction for municipalities
- Performed special appraisal for other department divisions, school districts and corporations
- Appeared and Testified before NH Board of Tax and Land Appeals on numerous occasions
- Preparation of appraisals for municipalities, school districts, and other state agencies
- Membership to IAAO in 1991
- NH Association of Assessing Officials Certified NH Assessor certification in 1988

# Department of Revenue Administration, Property Appraisal Division

Concord, NH

Real Estate Assessor and Chief Utility Assessor

1985 to 1996

- Responsible for the appraisal of NH utility companies for equalization purposes
- Write and Support analytical computer programs for other department divisions
- Assist division Director and Assistant Director in statistical analysis of property valuations for revaluation of properties in NH municipalities
- Appeared and Testified before NH Board of Tax and Land Appeals on numerous occasions
- Measuring and listing of residential, condominium, commercial, current use, abatements, BTLA and weekly assessing work, to include pick-ups
- Performed special appraisal for other department divisions, school districts and corporations

## **EDUCATION:**

**College of the Holy Cross** 

Worcester, MA

1985

Bachelor of Arts in Economics

Wyoming Department of Revenue Appraisal of Public Utilities

Wyoming 1989

#### **CERTIFICATIONS:**

NH DRA Certified Assessor Supervisor Chairman of the Legislative Committee VT Certified Project Manager/Supervisor New Hampshire Department of Revenue New Hampshire Association of Assessing Officials Vermont Department of Taxes

## QUALIFICATIONS:

- Over twenty years experience appraising residences, apartments, stores, office buildings, condominiums, commercial and industrial properties, mobile home parks, campgrounds, gravel pits, cell towers and vacant land, which include:
  - Reviewing deeds, transfer data, and financial statements to determine assessed values;
  - Interview persons familiar with property and immediate surroundings, to include contractors, home owners, and other realtors to obtain pertinent property information
  - Formulating factors such as depreciation, reproduction costs, value comparison of similar properties, and income potential when computing final property value.
  - Reviewing and analyzing sales information to prepare and produce the sales survey report and the USPAP report;
  - Preparing reports for municipalities, NH Board of Tax and Land Appeals, and the Department of Revenue Administration;
  - Supervising and training subordinate DRA certified assessing personnel; and training municipal officials in the use of provided assessing manuals.
- Previous Chair of the NHAAO Legislative Committee
- Author and Instructor for the NH State Statutes Course pertaining to Real Estate Assessment for Ad Valorem Tax Purposes
- Performed assessing services in the following NH municipalities: Alton, Barrington, Center Harbor,
   Farmington, Lancaster, Lincoln, Meredith, Ossipee, Pittsfield, Coos County Unincorporated Places, and
   Whitefield

## SOFTWARE:

Vision, Proval, CLT, and Avitar CAMA programs; Microsoft Office Applications

# **SPECIALTY APPRAISAL COURSES:**

IAAO Course 102 - Income Approach to Valuation IAAO Workshop 191 — USPAP Update

2009

2009

### KATHLEEN EARLS

Concord, NH

# **EXPERIENCE:**

# Cross Country Appraisal Group, LLC

Concord, NH

Municipal Assessing Company

September 2007-Present

Office Manager

- Collect billing information from 20 employees and prepare bi-weekly invoices
- Accounts Receivable/Accounts Payable
- Prepare Draft Proposals for prospective jobs
- Coordinate health/dental/disability insurance issues with Benefits Administrator
- Maintain QuickBooks software and work with accountant for yearend reports
- Obtain Bonds for municipalities
- Extensive telephone communication
- Coordinated revaluation requirements and tasks needing to be completed for supervisors
- Tracked contract balances for 20+ towns
- Coordinated travel arrangements

Data Entry

February 2007-September 2007

- Data entry and tracking of parcels
- Problem solve discrepancies on card to ensure accuracy
- Data entry of pickups
- Maintain stock of supplies for entire office
- Extensive telephone contact

# **Early Enrichment Center**

Concord, NH

2005-2007

Lead Toddler Teacher

- Shape the development of 16-20 children at one time
- Coordinate lesson plans based off of a school wide monthly theme
- Coordinate meal & sleep time for 16-20 children at one time
- Develop a disciplinary method for children that need special attention, and others that don't
- Provide a well rounded curriculum, based on developmental needs & age appropriateness

# **Discovery Childcare Center**

Concord, NH

Lead Teacher Assistant

January 2005-July 2005

# East Side Learning Center

Teacher's Assistant/Aide

Concord, NH

2002-2005

# **EDUCATION:**

Concord High School

Diploma

Concord, NH 2003

# **SOFTWARE:**

Avitar, Microsoft Word, Microsoft Excel, Quickbooks, Quicken, Word Perfect

Franklin, NH

#### **EXPERIENCE:**

## Cross Country Appraisal Group, LLC

Concord, NH

Real Estate Assessor/Revaluation Supervisor Trainee

January 2005 to present

- General assessing for municipal exemptions, credits, current use, property owner abatements & appeals
- Review and verification of new and continuing property construction for municipalities
- Revaluation and updates of real property for local and state tax purposes
- Testify before the NH Board of Tax and Land Appeals

## Earls Nieder Perkins, LLC

Pembroke, NH

Real Estate Assessor Trainee/Data Collector

June 2001 to December 2004

- Measuring and listing of multiple property types for tax assessment purposes, to include determining property values
- Assist in general assessing for municipal exemptions, credits, current use, property owner abatements & appeals
- Review and verification of new and continuing property construction for municipalities
- Municipal Liaison, to include revaluation activity correspondence to municipalities and taxpayers
- Data Entry of information gathered during measuring and listing process

# **Totes/Isotoner Corporation**

Concord, NH

Retail Store Manager

August 1999 to June 2001

- Managed retail store and supervised employees
- · Planned and prepared work schedules, assigning employees to specific tasks
- Expedited communications between corporate, upper level management and general personnel
- Supervised employees engaged in sales work, taking inventories, reconciling cash with daily sales receipts, keeping operating records and preparing daily record of transactions

#### **EDUCATION:**

Franklin Regional High School

Franklin, NH

Diploma

1997

## **International Association of Assessing Officers Courses**

Course 101 – Fundamentals of Real Property Appraisal

Concord, NH 2002

Course 102 - Income Approach to Value

2009

#### **CERTIFICATIONS:**

NH DRA Certified Property Assessor

NH Department of Revenue

# **QUALIFICATIONS:**

- Nine years experience in appraising residences, apartments, stores, office buildings, condominiums, commercial and industrial properties, mobile home parks, campgrounds, gravel pits, and vacant land, which include:
  - Reviewing deeds, transfer data, and financial statements to determine assessed values;
  - Interview persons familiar with property and immediate surroundings, to include contractors, home owners, and other realtors to obtain pertinent property information
  - Formulating factors such as depreciation, reproduction costs, value comparison of similar properties, and income potential when computing final property value.
  - Reviewing and analyzing sales information to prepare and produce the sales survey report and the USPAP report;
  - Preparing reports for municipalities, NH Board of Tax and Land Appeals, and the Department of Revenue Administration;
  - Supervising and training subordinate DRA certified assessing personnel; and training municipal officials in the use of provided assessing manuals.
- Performed above services in the following NH municipalities: Alstead, Alton, Antrim, Barrington, Canterbury, Center Harbor, Chesterfield, Croydon, Danbury, Farmington, Gilmanton, Hancock, Lancaster, Langdon, Loudon, Marlborough, Meredith, Orford, Ossipee, Pittsfield, Richmond, Rindge, Sutton, Tamworth, Unity, Coos County Unincorporated Places, Warner, Whitefield and Wilmot

#### SOFTWARE:

Avitar, Briteside, Proval, Vision and VT CAMA2000 CAMA programs; Microsoft Office Applications

# **SPECIALTY APPRAISAL COURSES:**

Universal Standards of Practice and Professional Ethics (USPAP)
NHDRA Current use Criteria
DRA Revaluation Contracts & USPAP Compliant Assessing Manuals

2007

2007

2007

Richard Earls

Worcester, MA

# EXPERIENCE:

# Cross Country Appraisal Group, LLC

Concord, NH

Real Estate Measurer and Lister

January 2009 to present

- Measuring and listing of multiple property types for tax assessment purposes, to include assisting in determining property values
- Review and verification of new and continuing property construction for municipalities
- Conduct informal reviews with taxpayers
- Data Entry of information gathered during measuring and listing process

# **Rotmans Furniture and Carpet**

Worcester, MA

Delivery Manager

August 1980 to June 2008

- Oversee, coordinate and plan/route daily delivery operations of large retail furniture store, shipping as much as \$500,000 weekly in inventory
- Manage fleet of 20+ delivery and service vehicles
- Supervise staff of up to 32 employees
- Train and coordinate all new hire employees for delivery department in all aspects of driving, company
  policies and procedures, as well as provide on the job training in the field
- Supervise office staff in all related aspects of delivery operations
- Customer assistance on upcoming/existing deliveries, closing on sales, and special deliveries request
- Process and deliver orders for delivery

# **EDUCATION:**

# Southbridge High School

Diploma

Southbridge, MA - 1976

# **International Association of Assessing Officers Courses**

Course 101 – Fundamentals of Real Property Appraisal

Chichester, NH - 2009

#### **CERTIFICATIONS:**

NH DRA Certified Measurer and Lister

NH Department of Revenue

#### **OUALIFICATIONS:**

- Several years experience with public interaction visiting properties and resolving problems and issues
- 15 years management experience and supervising various personalities and defusing potential hostilities
- 5 years experience in assisting in appraising residences, apartments, stores, office buildings, condominiums, commercial and industrial properties, mobile home parks, campgrounds, and vacant land, which include:
  - Interview persons familiar with property and immediate surroundings, to include contractors, home owners, and other realtors to obtain pertinent property information
  - Inspect property for construction, condition, and functional design
  - Organizing property photos for PRC identification
- Performed above services in the following NH municipalities: Barrington, Canterbury, Hopkinton, Hillsborough, Nelson, New Ipswich, Francestown, Northfield, Newbury, New London, Sunapee, Farmington, Plymouth, Webster, Stoddard, and Unity

# **SOFTWARE:**

Avitar CAMA program; Microsoft Office Applications

# Joseph Devarenne

Concord, NH

#### **EXPERIENCE:**

Cross Country Appraisal Group, LLC

Concord, NH

Real Estate Measurer and Lister

January 2009 to present

- Measuring and listing of multiple property types for tax assessment purposes, to include assisting in determining property values
- Review and verification of new and continuing property construction for municipalities
- Conduct informal reviews with taxpayers
- Data Entry of information gathered during measuring and listing process

# **Cross Country Appraisal Group, LLC**

Concord, NH

Data Entry

March 2008 to December 2008

- Data Entry of information gathered during measuring and listing process and pickups
- Problem solve discrepancies on PRC to ensure accuracy
- Extensive property owner telephone contact, answering general property information questions and scheduling interior review and informal hearing appointments

# **EDUCATION:**

New Hampshire Technical Institute	,	Concord, NH
Major in Business		2005-2009

International Association of Assessing Officers Courses	Concord, NH
Course 101 – Fundamentals of Real Property Appraisal	2009
Course 102-Income Approach to Valuation	2010
Course 300 – Fundamentals of Mass Appraisal	2009
State Statutes Part I	2012

Concord High School	Concord, NH
Diploma	2005

# **CERTIFICATIONS:**

NH DRA Certified Measurer and Lister

NH Department of Revenue

#### QUALIFICATIONS:

- Four years experience in assisting in appraising residences, apartments, stores, office buildings, condominiums, commercial and industrial properties, mobile home parks, campgrounds, and vacant land, which include:
  - Interview persons familiar with property and immediate surroundings, to include contractors, home owners, and other realtors to obtain pertinent property information
  - Inspect property for construction, condition, and functional design
  - Organizing property photos for PRC identification
- Performed above services in the following NH municipalities: Barrington, Wolfeboro, Ossipee,
   Farmington, Orange, Sandwich, Plymouth, Hopkinton, Canterbury, Canaan, Greenland and Northfield

#### SOFTWARE:

Avitar CAMA program; Microsoft Office Applications

Concord, NH

# **Cross Country Appraisal Group, LLC**

Concord, NH

Real Estate Measurer and Lister

January 2013 to present

- Measuring and listing of multiple property types for tax assessment purposes.
- Review and verification of new and continuing property construction for municipalities
- Conduct interior reviews of properties
- Data Entry of information gathered during measuring and listing process

## **Beijing & Tokyo Restaurant**

Concord, NH

**Dining Room Manager** 

August 2010-January 2012

- Coordinate scheduling and deliveries
- Maintenance and ordering
- · Assist with banking, accounting and cash reconciliation
- Managed wait staff and handled all customer issues

# **Gardens to Imagine**

Bow, NH

Landscape/Hardscape Technician seasonal employment

April 2010 - August 2010

- · Prospect new business by canvassing neighborhoods
- Prepared custom designs and estimates for new clients
- Performed hardscape and landscape projects
- Maintained daily projects and ensured customer satisfaction

#### **EDUCATION:**

**Concord High School** 

Diploma

Concord, NH

#### **CERTIFICATIONS:**

NH DRA Certified Measurer and Lister

NH Department of Revenue

# **SOFTWARE:**

Avitar CAMA program; Microsoft Office Applications

# **EXPERIENCE:**

# **Cross Country Appraisal**

Concord, NH

Administrative Assistant to President/Supervisors

2009-Present

- Preparation of Sales Review documentation to include sales information, MLS listings, sales maps
- Scheduling taxpayer appointments for interiors and preliminary review hearings
- · Coordination, resizing and uploading of photographs to Avitar software
- Data entry of quarterly data collection, interior changes, sales review information, and final hearing changes
- Finalizing proposal packages for submittal to towns
- Draft, review or edit correspondences to towns, taxpayers, corporate attorney, vendors
- Attendance at review hearings for administrative support

# Robert Stein & Associates

Concord, NH

Paralegal

2007-2009

- Management and maintenance of files for three attorneys practicing civil, criminal and family law
- Communicated and met with clients to collect documentation, information and provide status updates
- Prepared cases for trials, attended trials with attorney if required to assist with exhibit tracking, located documents needed for witnesses, kept notes of trial progress or requirements
- Managed electronic calendars for three attorneys

# Cross Country Appraisal Group, LLC

Concord, NH

2004-2007

- Coordinated revaluation requirements and tasks needing to be completed for supervisors
- Tracked contract balances for 20+ towns
- Accounts payable and receivable
- Timesheets, payroll and Quickbooks management
- Coordinated travel arrangements

# O'Connell and Aronowitz

Albany, NY

2004

Legal Assistant

Office Manager

- Maintenance and coordination of civil litigation files
- Electronic filing of documents for cases in Federal Court
- Coordination of depositions and witness preparation
- Filing of court documents
- Extensive telephone communication

# Frontier Adjusters of Albany, NY

Office Manager

Albany, NY 1997-2003

- Intake of new claims assigned, management of files
- Accounts payable/receivable
- Weekly/monthly payroll

# **EDUCATION:**

The Salter School Executive Secretarial Certificate

Worcester, MA 1986

Shrewsbury High School Diploma

Shrewsbury, MA 1984

# **SOFTWARE:**

Avitar, Microsoft Word, Microsoft Excel, Quickbooks, Quicken, Word Perfect

# Terri-Lee Jansky

Concord, NH

#### **EXPERIENCE:**

# Cross Country Appraisal Group, LLC

Concord, NH

**Data Entry Specialist** 

January 2005 to present

- Data Entry of information gathered during measuring and listing process
- Prepare municipal assessing reports and supporting documentation regarding: all town values, exemptions and credits, current use, update of values
- Provide support to field supervisors relative to informal reviews and hearings
- Provide municipal and company employee training on Proval CAMA system

# Town of Allenstown

Allenstown, NH

October 2008 to August 2009

Assessing Clerk

Assist taxpayers with all assessing applications when needed

- Communicate all aspects of the assessing office to municipal officials
- Complete Sales Ratio Study annually, update all map changes, all clerical duties assigned to Assessing
  Department
- Data Entry of information gathered during measuring and listing process

### Earls Nieder Perkins, LLC

Pembroke, NH

2001 - December 2004

Data Entry Specialist

- Data Entry of information gathered during measuring and listing process
- Prepare municipal assessing reports and supporting documentation regarding: all town values,
   exemptions and credits, current use, update of values
- Provide support to field supervisors relative to informal reviews and hearings
- Provide municipal and company employee training on Proval CAMA system

#### **Behavioral Health Network**

Concord, NH

**Network Management Administrative Coordinator** 

2001

- Prepared spreadsheets and reports
- Coordinated resolution of complaints
- Provided support for Provider Relations
- Coordinated inter-office and external meetings

# Crowley Foods, Inc

Concord, NH

**Executive Secretary** 

1988 to 2001

- Provide support for three sales representatives, preparing correspondence and proposals, organizing appointments, meetings, and travel arrangements
- Organized detailed daily and weekly sale reports

#### **EDUCATION:**

**Concord High School** 

Concord, NH

Diploma

1986

Hesser College

Concord, NH

**Continuing Education** 

1995

# **QUALIFICATIONS:**

- Nine years experience in assisting in appraising residences, apartments, stores, office buildings, condominiums, commercial and industrial properties, mobile home parks, campgrounds, and vacant land, which include:
  - Interview persons familiar with property and immediate surroundings, to include contractors, home owners, and other realtors to obtain pertinent property information
  - Organizing property photos for PRC identification
- Sixteen years experience in customer service industry
- Fifteen years experience Data Entry operations
- Performed above services in the following NH municipalities: Antrim, Barrington, Croydon, Farmington, Lancaster, Marlborough, Mont Vernon, Ossipee, Pittsfield, Richmond, Rindge, Unity, Warner, Whitefield

# **SOFTWARE:**

Avitar and Proval CAMA programs; Microsoft Office Applications, Crystal Reports

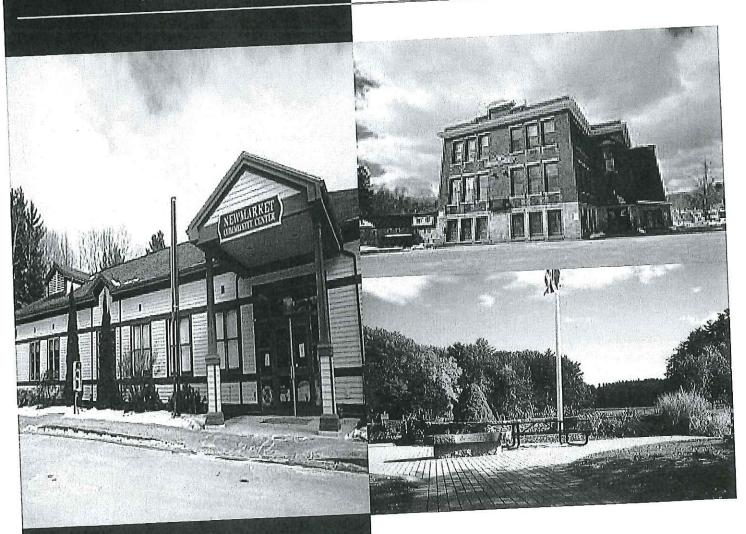
#### SPECIALTY APPRAISAL COURSES:

**NHAAO & NHDRA State Statutes** 

Concord, NH - 2009

# **NEWMARKET**

# **NEW HAMPSHIRE**



Submitted by:
Patrick Donovan of Vision Government Solutions, Inc.
44 Bearfoot Road
Northboro, MA 01532
Phone: 800-628-1013 ext. 3644
Fax: 508-351-3798
pdonovan@vgsi.com

RESPONSE TO THE REQUEST FOR PROPOSAL FOR 2014 Statistical Revaluation





# TABLE OF CONTENTS

# A. BID PROPOSAL

- Transmittal Letter
- Bid Form
- Clarifications
- Non-Collusion/Tax Compliance Statement

# B. REVALUATION TECHNICAL CONTRACT SPECIFICATIONS

- Project Statement of Services
- Project Schedule

# C. CORPORATE PROFILE

Vision Advantages

# D. CLIENT REFERENCES

- Completed NH Revals
- Current Committed List
- Completed Projects
- Installed Client List
- New Hampshire Vision Client Map
- New England Vision Client Map

# E. PUBLIC RELATIONS PROGRAM

- Public Relations
- Web Based Public Relations

# F. PROJECT STAFFING

Resumes



November 1, 2013

Stephen Fournier Town Administrator RE: 2014 Revaluation Newmarket Town Hall 186 Main Street Newmarket, NH 03857

# Dear Town Administrator:

Vision Government Solutions is pleased to submit a bid for a Statistical Update Program of all Real Property in the Town of Newmarket, New Hampshire. We plan to use your existing Appraisal Vision® CAMA software. Our prices are based on the parcel counts in the Requests for Proposals. The services for the Statistical Update to be provided will be as follows:

- Sale property data collection services including new images.
- Analyze and array land sales on spreadsheets to reflect DRA specifications, groupings and sorts.
- 3) Analyze sales ratio reports according to DRA specifications.
- Create new cost/market land and building model tables to reflect desired ratios, medians and COD's according to DRA specifications.
- Create Neighborhood Delineation chart and map.
- Recalculate new values utilizing new model tables.
- Implement and test new pricing models and reanalyze ratio reports to meet DRA specifications. 6)
- Implement new residential cost/market tables into the main database file. 7)
- Field Review of residential, commercial/industrial & exempt properties.
- 10) Income analysis on commercial/industrial properties.
- 11) Exempt property valuations.
- 12) Associated Data Entry services.
- 13) Print and mail valuation notices.
- 14) Hold informal hearings for taxpayers.
- 15) Print and mail final hearing notices.
- 16) Abatement support.
- 17) USPAP Standard 6 Compliant Final Appraisal Report.

We thank you in advance for your consideration. If we can be of any further assistance please feel free to call me at 800-628-1013 extension 3644 or Tasha Vincent at extension 3628.

Sincerely,

Patrick J. Donovan

Regional Sales Manager



# Town of Newmarket, New Hampshire

# 2014 Statistical Revaluation Bid Form

TASK	AMOUNT
Bonding, project set-up, training, public relations	\$6,000
Sales Data Collection	\$3,300
Residential valuation and Sales Analysis	\$4,000
Commercial/Industrial Valuation	\$5,400
Residential field review, data entry	\$10,100
Commercial/Industrial field review, income production, reconcile cost and income	\$4,500
Impact notices, residential and commercial/industrial hearings, field work, data entry	\$5,800
Project finalization, change notices, special land pricing, and client meetings	\$5,200
Abatement Support of values, goodwill	\$2,500
Total	\$46,800

This price does not include any Utility Valuations.



# TOWN OF NEWMARKET, NH CLARIFICATIONS

- 1. On-Site Inspections: We have included inspections for sales properties from April 1, 2012 through April 1, 2014, which will be utilized in the sales analysis. We will make an initial visit to each property and attempt to perform an interior inspection. If, after the visit an interior inspection was not performed, a notification letter will be mailed. Appointments will then be arranged by phone or mail for interior inspections.
- 2. <u>Penalty:</u> Vision would be willing to work with a penalty of \$200 per day should the work be completed past the completion date of August 15, 2014, and if the delay was directly caused by Vision.
- 3. <u>Litigation:</u> Any additional Litigation days, preparation, narrative reports or any days spent outside of assisting with BOA will be billed at the rate of Nine Hundred Dollars (\$900) per Diem.



# NON-COLLUSION/TAX COMPLIANCE

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify under the penalties of perjury that Vision Government Solutions, to the best of my knowledge and belief, has filed all Massachusetts State Tax Returns and paid all Massachusetts State Taxes required under law.

FEDERAL IDENTIFICATION: 04-2867314

Michael Comer, President

# Vision Government Solutions affirms that:

- The proposed contract price has been arrived at independently, without collusion, consultation or communication as to any other contractor or with any competitor. A.
- The said price was not disclosed by Vision and was not knowingly discussed prior to the submission, directly or indirectly, to any other contractor or to any competitor. B.
- No attempt was made by Vision to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition. C.

The undersigned certifies under penalties of perjury that this agreement is, in all respects, bona fide, fair and made without collusion or fraud with any other person. As used in this section, the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

Vision Government Solutions

Michael Comer, President

Such list should include at least two communities present corporate entity). comparable to the Town of Newmarket.

Indication of how many years Bidder has been engaged as a company, corporation, partnership, or individual specializing in government assessing/revaluation services. 6.

A statement of non-collusion.

- Completion dates of the below listed project milestones are to be provided by the 7. proposal provider. State with specificity the start date, the turnover date (no later than 8. August 15, 2014) and define all key milestones as to the progress plan of the project, including but not limited to the following events:
  - Clerical start-up operations
  - File maintenance timeline
  - Sale Inspection start-up and completion
  - Sales Analysis start-up and completion
  - Modeling and Calibration start-up and completion
  - Generation of preliminary valuations
  - Final Field reviews
  - Turnover of reviewed preliminary valuation for Monitor review
  - Presentation of reviewed preliminary valuations
  - Notice to taxpayers of preliminary valuations
  - Informal Hearings schedule
  - Request for final project review

Five (5) hard copies and one (1) digital copy of the proposal shall be submitted no later than 4 P.M. on Friday November 1, 2013 to:

Stephen Fournier, Town Administrator Re: 2014 Revaluation Newmarket Town Hall 186 Main Street Newmarket, NH 03857

Inquiries may be directed to Stephen Fournier, Town Administrator 186 Main Street, Newmarket, NH 03857, 8:00 AM to 4:00 PM, Monday - Friday by appointment.

# Services to be Included

All services shall be performed in a professional manner, in accordance with applicable State Statutes as well as DRA and ASB rules.

Perform complete exterior and interior inspection (full measure and list) and appraisal of all properties transferred between April 1, 2012 and April 1, 2014 within the 1. Town. The existing property cards may be used for reference; however, all data on the cards, other than lot measurements, must be verified by measurement and inspection. New exterior photographs are required. The contractor should attempt to set up appointments with the property owner and if necessary follow up with callbacks. Documentation of inspection and follow-up is required.

Perform sales analysis of all transfers determining appropriate classification using 2. data from April 1, 2012 through April 1, 2014. The sales analysis and final values will be determined as of April 1, 2014.

Work with the Town's contract assessor during each phase of the project and provide 3.

responses to suggested input.

Input all property records and sales analysis data into Town's appraisal software 4. (Vision) and generate new values for the entire town.

Make at least monthly progress reports to the Town Administrator and/or his

representatives unless otherwise agreed to by both contract parties.

Perform public relations with the residents of Newmarket, including, but not limited to, press releases, ongoing progress reports, formal presentation to the Town 6. Administrator of macro results prior to property owner notification, individual notification to property owners of revaluation results, and informal reviews.

Provide, as an additional cost, the cost of defending appeals of assessments after the 7.

5.

Provide for a penalty for the failure to complete the project on time. 8.

# Commencement and Completion of Work

- The project shall begin no later than 30 days after the execution of a contract between the winning Bidder and the Town, or on such other date as agreed by both parties to 1. the contract. The project shall begin with a meeting among Town officials, the winning Bidder and the DRA.
- The project shall be concluded and results delivered to the Town by August 15, 2014. 2.

Appraisal software shall be updated by August 15, 2014 and shall contain current 3.

assessment data for all properties as of April 1, 2014.

The revaluation shall be considered complete only when informal reviews have been completed, the figures reviewed by the Select Board, changes have been made as 4. required, the Select Board has accepted the new values, all data have been entered into the assessing program on the Town's computer system and required USPAP manual has been provided.

# Contract Awards

The Town of Newmarket reserves the right to reject any or all proposals, or to accept the proposal that the Town deems to be in its best interest, regardless of the lowest bid amount.

The Town of Newmarket reserves the right to request additional data or information or a presentation in support of written proposals. However, the Town may award a contract based on offers received, without additional submissions. Accordingly, the proposal should be submitted on the most favorable terms from all aspects, which the Bidder can submit.

The New Hampshire Department of Revenue Administration requires a signed contract before any work shall commence. Any contract awarded as a result of this RFP will comply with applicable Statutes and DRA and ASB rules.



# TOWN OF NEWMARKET, NH STATISTICAL REVALUATION PROJECT MILESTONES

	FROM	то
Clerical start-up operations	03/07/	14
File maintenance timeline	On-goi	ng
Sales Inspections	03/07/14	05/01/14
Sales analysis startup	05/01/14	05/15/14
Modeling and calibration startup and completion	05/01/14	06/01/14
Generation of preliminary valuations	05/15/14	05/30/14
Final field reviews	05/15/14	06/24/14
Turnover of reviewed preliminary valuations for Monitor review	06/24/14	07/07/14
Notice to taxpayers of preliminary valuations	taxpayers of preliminary 07/15/14	
Informal hearings schedule	07/15/14	08/07/14
Request for Project Review	08/15/	/14
Project Completion	08/15	/14



# VISION GOVERNMENT SOLUTIONS INC. CORPORATE PROFILE

# COMPANY

Since 1975, Vision Government Solutions, Inc. has been providing quality Appraisal Services and CAMA Software to assessing departments located throughout the United States. During this time, our company has grown to be the largest New England based provider of revaluation services and software and we now enjoy a reputation that is unmatched in our industry. Our appraisal staff is comprised of professionals that have significant industry experience. Our Senior Appraisal personnel average over 20 years of experience, yet all remain committed to continuing their appraisal education and adopting new and innovative appraisal techniques. We complement our strong employee experience by providing technologically advanced CAMA software and we support this software with a well-staffed and fully trained group of programmers, help desk specialists and appraisal experts. Our software is currently installed in over 400 assessing jurisdictions located throughout the Northeastern United States and the District of Columbia with installations that range from 5,000 parcels to more than 1,000,000.

# INNOVATION

Vision has observed our customer's changing needs and we have re-engineered our business practices and our software technology in order to meet these new requirements. Our company culture fosters innovation at all levels. Our current staff includes a diverse group of appraisal and information systems personnel dedicated to maximizing productivity through the use of technology. Our technology can support any size assessing department using smart client technology on a web centric architecture.

# COMMITMENT

Our Corporate goal continues to be the refinement of the assessment administration process through the use of new technology and innovative management techniques. We have been successful in the past and we will continue to spend the necessary resources on research and development in the information systems field, as well as for the education of our employees to maintain our leadership role in the Appraisal and Assessing field throughout the United States.

# SERVICES

At Vision, we combine the talents of experienced revaluation professionals, technical programmers and data conversion specialists on all new software implementations. By having our appraisal and technical people work with your staff, your decision makers gain a better understanding of the project and can make more informed decisions resulting in a higher level of satisfaction. Should your jurisdiction require assistance beyond the usual staff training, our appraisers can do anything from technical training, modeling training to completing a full revaluation. If you are looking to manage risk when switching CAMA software, Vision can supply the people that can speak to both the appraisers and the technical personnel.



# Highlights of Advantages and Benefits of Vision Government Solutions

- Vision Government Solutions is a leading provider of parcel-based software and provides a broad range of services and software systems to Assessment and other Town and City Departments throughout New Hampshire. To complement our revaluation services we also provide strong Public Relations programs and have an MAI on staff for Expert Defense of Values.
- Successfully completed over 25 valuation projects in the last five years in the State of New Hampshire.
- Software installed in over 400 Assessing offices, including 71 in the State of New Hampshire.
- Vision has a staff of over 170 people, of which 90 are revaluation appraisal staff.
- Successfully completed more than 250 valuation projects throughout New England in the last five years utilizing the Vision software.

# Why Select the Vision Team?

- We are proposing a highly qualified, experienced appraisal staff that has great attention to detail. A team that works exclusively and has the most knowledge of the Vision CAMA system.
- We have strong customer references; not only for our revaluation services, software design, development, and implementation, but for service and support after the project. In fact, fifty percent of our clients have been with Vision for over twenty years.
- We possess the financial resources and requisite skills to successfully complete the project.
- We have been in the revaluation business since 1975 and therefore have domain expertise in all areas of ad valorem appraisal and software.
- We will provide a detailed public relations program for the project which will include the
  utilization of our web site to help guide the taxpayer in town through the entire
  revaluation project.



# RECENTLY COMPLETED NEW HAMPSHIRE REVALUATIONS

Moultonborough-Update 2007

Hinsdale-Update 2007

North Hampton 2008

Sandown 2008

Moultonborough 2008

Exeter 2008

Candia 2009

Swanzey 2009

Troy 2009

Epping 2010

Fremont 2010

Henniker 2010

Laconia 2010

Littleton 2010

Acworth 2011

Amherst 2011

Hampton 2011

Manchester 2011

Salem 2011

Seabrook 2011

Amherst-Update 2011

Charlestown-Update 2011

Chester-Update 2011

Moultonborough 2011

Lincoln 2011

Hinsdale Update 2012

Moultonborough Update 2012

# CURRENT COMMITTED NEW HAMPSHIRE REVALUATIONS

Moultonborough Update 2013 Hooksett Update 2013

Sandown 2013

No. Hampton 2013

Hollis 2013



# VISION CURRENT COMMITTED LIST

TOWN	PROJECT TYPE	FISCAL YEAR
Barkhamsted, CT	Reval	2013
Bethlehem, CT	Reval	2013
Bridgeport, CT	Update	2013
Chaplin, CT	Update	2013
Coventry, CT	Reval	2014
Hampton, CT	Reval	2013
Kent, CT	Reval	2013
Lebanon, CT	Reval	2013
Litchfield, CT	Reval	2013
Lyme, CT	Reval	2013
Madison, CT	Reval	2013
Mansfield, CT	Update	2014
Middletown, CT	Reval	2013
Monroe, CT	Reval	2014
New London, CT	Reval	2013
Norwalk, CT	Reval	2013
Norwich, CT	Reval	2013
Sharon, CT	Reval	2013
Union, CT	Reval	2013
Watertown, CT	Reval	2013
Weston, CT	Update	2013
Willington, CT	Reval	2013
Windsor Locks, CT	Reval	2013
Groton, MA	Update	2014
Holland, MA	Update	2014
Medford, MA	Update	2014
Yarmouth, MA	Update	2013
Brewer, ME	Reval	2014
Hollis, NH	Update	2013
Hooksett, NH	Update	2014
Moultonborough, NH	Update	2013



TOWN	PROJECT TYPE	FISCAL YEAR
North Hampton, NH	Update	2013
Sandown, NH	Reval	2013
Charlestown, RI	Reval	2014
Cumberland, RI	Reval	2013
Glocester, RI	Update	2013
Hopkinton, RI	Reval	2013

10/29/13



# COMPLETED REVALUATION/UPDATES

MASSACHUSETTS

Abington
Acton
Alford
Amesbury
Amherst
Aquinnah
Ashburnham
Athol

Adulman Ashburnham Athol Attleboro Auburn Avon Barnstable Barre Berkley Berlin

Barre
Berkley
Berlin
Blackstone
Blandford
Boxford
Chelmsford
Chelsea
Clinton
Concord
Dedham

Dighton
Dracut
Dudley
Eastham
Easthampton
Easton
Edgartown
Essex

Foxborough Gardner Georgetown Gloucester Goshen Gosnold

Hadley Hanover Harvard Hingham Holden

Holland Hubbardston Kingston Lakeville

Leominster Lexington Longmeadow

Longineau Lowell Mansfield Marion Marlboroug

Marlborough Marshfield Mashpee Mattapoisett Medford

Middleborough Millbury Nantucket

Newbury Newburyport Norfolk

North Attleborough North Reading

Northbridge Norwell Norwood Oak Bluffs Oakham

Otis Orange Oxford Paxton

Pelham Petersham Phillipston Plympton Quincy

Rehoboth Revere Rockport Rowley Rutland

Sharon Shutesbury Somerville Southbridge South Hadley

Southwick Spencer Sterling Stockbridge

Sturbridge Sutton Swansea Taunton Templeton Tewksbury

Tewksbury
Tisbury
Topsfield
Walpole
Wareham

Wayland West Boylston West Springfield West Tisbury Westminster

Weston Westwood Wilbraham Wilmington Woburn Yarmouth

MAINE

Arundel Augusta Bar Harbor Berwick Biddeford Boothbay Camden Cornish

Camden
Cornish
Cumberland
Eliot
Ellsworth

Freeport
Gardiner
Harpswell
Kennebunk
Kennebunkport

Kittery
Monmouth
Mount Desert
Ogunquit

Old Orchard Beach

Raymond
Rockland
Rockport
Sabattus
Sanford
Skowhegan
South Portland
South Thomaston

Standish
Topsham
Waterville
Wells
West Bath
Westbrook
Winslow
Winthrop

**VERMONT** 

York

Bridgewater Castleton Colchester Hartford Newport Williston

# OVISION GOVERNMENT SOLUTIONS

# NEW HAMPSHIRE

Acworth Amherst Ashland Bedford Belmont Bethlehem Bow Candia Charlestown Chester

Claremont Concord Deerfield

Chesterfield

Derry Dover Dunbarton Durham **Epping** Exeter

Fitzwilliam Fremont Goffstown Gorham Greenland Hampton Hampton Falls

Henniker Hinsdale Hollis Hooksett Jaffrey Kingston Laconia

Lebanon Lincoln Littleton Lyme

Lyndeborough Manchester Meredith Milford

Moultonborough Nashua

Newbury New Durham New London New Market Northampton Ossipee Pelham Pembroke Raymond Rindge

Rye Salem Sanbornton

Sandown Seabrook Strafford Sunapee

Swanzey Tilton Troy

Warner Wilton Wolfeboro

# CONNECTICUT

Ansonia Andover Ashford Barkhamsted Berlin Bethlehem Branford Bridgeport **Bridgewater** Bristol Brookfield Brooklyn Burlington Canaan Canterbury Chaplin Chester Clinton Colchester Colebrook Columbia Coventry Cromwell Danbury

Deep River Eastford East Granby East Haddam East Lyme Ellington Enfield Essex Fairfield

Franklin Glastonbury Goshen Granby

Griswold Groton

Haddem Hamden Hampton Kent

Lebanon Ledyard Lyme Madison Manchester

Mansfield Marlborough Middlefield Middlebury

Milford Montville Naugatuck New Britain New Canaan

New Fairfield New Hartford New Haven

New London New Milford Norfolk

North Branford North Stonington

Norwich Old Lyme Old Saybrook Orange Oxford Plainfield Pomfret

Putnam Preston Redding Roxbury Salem Seymour Sharon Somers Southbury Southington

South Windsor Sprague Stafford Stamford Stonington Strafford Stratford Suffield Thompson Tolland Torrington Trumbull

# **OVISION**GOVERNMENT SOLUTIONS

Union

Voluntown

Wallingford

Warren

Waterford

Watertown

West Haven

Westbrook

Weston

Westport

Wethersfield

Wilton

Winchester

Windsor

Windsor Locks

Wolcott

Woodbridge

Woodstock

# RHODE ISLAND

Barrington

Central Falls

Charlestown

Cranston

East Providence

Exeter

Foster

Jamestown

Johnston

Little Compton

Middletown

Narragansett

Newport

New Shoreham

North Kingstown

North Smithfield

North Providence

Pawtucket

Portsmouth

Richmond

Smithfield

South Kingstown

Tiverton

Warwick

Westerly

Woonsocket

1/29/13



# INSTALLED CAMA CLIENT LIST

	CT	John	Chaponis	860-742-7305
Andover	CT	Margaret	Dzwonchyk	203-736-5904
Ansonia	CT	Lynn	Byberg	860-487-4403
Ashford	CT	Francine	Beland	860-379-3600
Barkhamsted	CT	Joe	Ferraro	860-828-7167
Berlin	CT	Carolyn	Nadeau	203-266-7510
Bethlehem	CT	Walter	Topliff	860-769-3532
Bloomfield	CT	Nicole	Linterur	860-649-8066
Bolton	CT	Barbara	Neal	203-488-2039
Branford	CT	Elaine	Carvalho	203-576-8062
Bridgeport	CT	Denise	Pinter	860-355-9379
Bridgewater		Tom	DeNoto	860-584-6245
Bristol	CT	Denise	Hames	203-775-7302
Brookfield	CT	Kathleen	Thornton	860-774-5611
Brooklyn	CT	Richard	Lasky	860-673-3901
Burlington	CT	Hazel	McGuire	860-824-0707
Canaan	CT	Jennifer	Sullivan	860-546-6035
Canterbury	CT	Chandler	Rose	860- 455-0073
Chaplin	CT_		Sempey	860-664-1119
Clinton	CT	Donna	Chaponis	860-537-7205
Colchester	CT	John	Sloane	860-379-3738
Colebrook	CT	Michelle	Lavallee	860-228-9555
Columbia	CT	Mary	Bigos	860-672-2703
Cornwall	CT	Barbara	Alessi	860742-4067
Coventry	CT	Patricia	Baron CCMA II	860-632-3441
Cromwell	CT	Shawna	LaHood	203-797-4556
Danbury	CT	Colleen	O'Loughlin	860-526-6029
Deep River	CT	Robin	Brown	860-653-2852
East Granby	CT	Mary Ellen	Zdanys, CCMAII	860-873-5026
East Haddam	CT	Loreta		860-267-2510
East Hampton	CT	Carol Ann	Tyler Smith	860-291-7268
East Hartford	CT	Brian	Price-Bekech	860-739-6931 x107
East Lyme Niantic	CT	Donna	Crawford	860-974-1291
Eastford	CT	Carol		860-870-3109
Ellington	CT	Cynthia	Roman	860-253-6338
Enfield	CT	Della	Froment	860-767-4340
Essex	CT	Jessica	Sypher	203-256-3113
Fairfield	CT	Donald	Ross	860-642-6475
Franklin	CT	Richard	Lasky	000-042-0475



Glastonbury	СТ	Nicole	Lintereur	860-652-7604
Goshen	CT	Lucy	Hussman	860-491-2115
Granby	CT	Sue	Altieri	860-844-5312
Griswold	CT	Leslie	Kornosewicz	860-376-7060
Haddam	СТ	Marilyn	Baumann	860-345-8531
Hamden	CT	Ross	Murray	203-287-7120
Hampton	CT	Tina	Mitchell	860-455-9132
Harwinton	CT	Michele	McLaughlin	860-485-0898
Kent	CT	Patricia	Braislin	860-927-3160
Lebanon	CT	Thomas	Tanganelli	860-642-6141
Ledyard	CT	Pau1	Hopkins	860-464-3237
Litchfield	CT	Kathy	Brown	860-567-7559
T	CT	Deborah	Yeomans	860-434-8092
Lyme Madison	CT	Orietta	Nucolo	203-245-5651
Manchester	CT	John	Rainaldi	860-647-3011
Marlborough	CT	Marie	Hall	860-295-6201
Mashantucket Pequot		11111111		
Tr	CT	Frank	Fiori	860-396-2079
Middlebury	CT	Daniel	Kenny	203-758-1447
Middlefield	CT	Steven	Hodgetts	860-349-7111
Middletown	CT	Damon	Braasch-	860-344-3454
Milford	CT	Dan	Thomas	203-783-3350
Montville	CT	Lucy	Beit	860-848-3030
Morris	CT	Michele	McLaughlin	860-567-6096
Naugatuck	CT	George	Hlavacek	203 720-7016
New Britain	CT	Michael	Konik	860-826-3326
New Canaan	CT	Sebastian	Caldarella	203-594-3005
New Fairfield	CT	Rich	Seman	203-312-5625
New Hartford	CT	Beth	Paul	860-379-5235
New Haven	CT	Alex	Pullen	203 946-8061
New London	CT	Paige	Donovan	860-437-6317
New Milford	CT	Kathy	Conway	860-355-6070
Newington	CT	Steve	Juda	860-665-8535
Newtown	CT	Chris	Kelsey	203-270-4242
Norfolk	CT	Michele	Sloane	860 542-5287
North Branford	CT	Christine	Barta	203-484-6013
	CT	Gary	Johns	203-239-5321
North Haven	CT	Darryl	Del Grosso	860-535-2877
North Stonington	CT	Michael	Stewart	203-854-7941
Norwalk	CT	Donna	Ralston	860 823-3722
Norwich Old Lyme	CT	Walter	Kent	860-434-7959



Old Saybrook	CT	Norm	Wood	860-395-3137
Orange	CT	Mark	Branchesi	203-891-4722
Oxford	CT	Eva	Lintzner	203-888-2543
Plainfield	CT	Joyce	Stangeland	860-230-3006
Pomfret	CT	Bonnie	Duncan	860-974-1674
Preston	CT	Mildred	Peringer	860-889-2529
Putnam	CT	Rande	Chmura	860-963-6802
Redding	CT	John	Ford	203-938-5001
Rocky Hill	СТ	Stuart	Topliff	860-258-2722
Roxbury	CT	Linda	Bertaccini	860-354-2634
Salem	CT	Barbara	Perry	860-859-3873
Salisbury	CT	Barbara	Bigos	860-435-5176
Scotland	CT	Susan	Rainville	860-423-9634
Seymour	CT	Joseph	Kusiak	203-881-5013
Sharon	CT	Patricia	Braislin	860-364-0205
Somers	CT	Pat	Juda	860-763-8202
South Windsor	CT	Charles	Danna	860-644-2511
Southbury	CT	Michael	Moriarty	203-262-0674
Southington	CT	Brian	Lastra	860-276-6205
Stafford	CT	Virginia	Giulmette	860-684-1786
Stamford	CT	Frank	Kirwin	203-977-4018
Stonington	CT	Marsha	Standish	860-535-5098
Stratford	CT	Melinda	Fonda	203-385-4025
Suffield	CT	Helen	Totz	860-668-3866
Thompson	CT	Diana	Couture	860-923-2259
Tolland	CT	Jason	Lawrence	860-871-3655
Trumbull	СТ	Mark	Devestern	203-452-5015
Union	СТ	Mary	Huda	860-684-5705
Voluntown	CT	Mildred Millie	Peringer	860-376-3927
Wallingford	CT	Shelby	Jackson, III	203-294-2001
Warren	CT	Linda	Bertaccini	860-868-7881
Waterford	CT	Michael	Bekech	860-444-5822
Watertown	CT	Carolyn	Nadeau	860-945-5235
West Hartford	CT	Joe	Dakers	860-561-7416
West Haven	CT	Ann Marie	Gradoia	203-937-3513
Westbrook	CT	Pam	Fogarty	860-399-3016
Weston	CT	Ken	Whitman	203-222-2607
Westport	CT	Paul	Friia	203-341-1135
Wethersfield	CT	Chandler	Rose	860-721-2812
Willington	CT	Mary	Huda	860-487-3122
Willington	CT	David	Lisowski	203-563-0123



Winchester	CT	Janice	McKie	860-379-5461
Windsor	CT	Lawrence	LaBarbera	860-285-1819
Windsor Locks	CT	Donna	Murphy	860-627-1448
Wolcott	CT	Pamela	Deziel	203-879-8100
Woodbridge	CT	Betsy	Quist	203-389-3417
Woodstock	CT	Richard	Kryzak	860-928-6929
Washington	DC	William	Nelson	202-442-6784
Alachua County	FL	Edward	Crapo, CFA, ASA	352-374-5230
Putnam County	FL	Tim	Parker	386-329-0300
Sumter County	FL	Shauna	Newell	352-569-6800
Taylor County	FL	Bruce	Ratliff	850-838-3511
Abington	MA	Jack	Pistorino	781-982-2107
Acton	MA	Brian	McMullen	978-264-9622
Amesbury	MA	Mary	Marino	978-388-8102
Amherst	MA	David	Burgess	413-259-3024
Aquinnah	MA	Angela	Cywinski	508-645-2306
Ashburnham	MA	Board of	Assessors	978-827-4100
Athol	MA	Lisa	Aldrich	978-249-3880
Attleboro	MA	Stan	Nacewicz	508-223-2222
Auburn	MA	Cindy	Cosgrove	508-832-7740
Avon	MA	Jaime	Velazquez	508-588-0414
Barnstable	MA	Jeff	Rudziak	1-508-862-4020
Barre	MA	Michael	Landry	978-355-2504
Berlin	MA	Diane	Peterson	978-838-2256
Blackstone	MA	Patricia	Salamone	508-883-1500
Boston	MA	Ronald	Rakow	617-635-4264
Boxford	MA	Kristin	Hanlon	978 887-6000
Boylston	MA	Margo	Richardson	508-869-6543
Cambridge	MA	Robert	Reardon	617 349 4343
Chelmsford	MA	Frank	Reen	978-244-3317
Chelsea	MA	Ken	Stein	617-466-4014
Clinton	MA	David	Baird	978-365-4117
Concord	MA	Lane	Partridge	978-318-3075
Dartmouth	MA	Richard	Gonsalves	508-910-1809
Dedham	MA	John	Duffy	781-751-9130
Dracut	MA	Kathy	Roark	978-454-2223
Dudley	MA	Lisa	Berg	508-949-8006
Duxbury	MA	Steve	Dunn	781-934-1100
Easthampton	MA	Mark	Dimauro	413-529-1401
	MA	Robbie	Alford	508-230-0520
Easton Edgartown	MA	Jo Ann	Resendes	508-627-6141



Foxborough	MA	Hannelore	Simonds	508-543-1200
Gardner	MA	Diane	Lanney	978-630-4004
Georgetown	MA	Jay	Ferreira	978-352-5708
Gloucester	MA	Nancy	Papows	978-281-9715
Gosnold	MA	Kris	Lombard	508-990-7408
Granby	MA	Keri-Ann	Wenzel	413-467-7196
Groton	MA	Rena	Swezey	978-448-1127
Hadley	MA	Dan	Zdonek	413-586-6320
Hamilton	MA	Tina	Zelano	978-468-5574
Hampden	MA	Stanley	Witkop	413-566-3223
Hanover .	MA	Bob	Cole	781-826-5000
Harvard	MA	Fred	Aponte	978-456-4100
Hingham	MA	Rick	Nowlan	781-741-1455
Holden	MA	Rosemary	Scully	508-210-5516
Holland	MA	JoAnn	Higgins	413-245-7108
Hubbardston	MA	Justine	Lapierre	978-928-1400
Hudson	MA	JoAnn	McIntyre	978-568-9620
Kingston	MA	Jim	Judge	781-585-0509
Lakeville	MA	Molly	Reed	508-947-4428
Lawrence	MA	Breda	Daou	978-620-3193
Leominster	MA	Walter	Poirier	978-534-7531
Lexington	MA	Rob	Lent	781-862-0500
Longmeadow	MA	Bob	Leclair	413-565-4115
Lowell	MA	Sue	Lemay	978-970-4212
Mansfield	MA	Nancy	Hinote	508-261-7350
Marion	MA	Patricia	De Costa	508-748-3518
Marlborough	MA	Paula	Murphy	508-460-3779
Mattapoisett	MA	Kathy	Costello	508-758-4106
Medford	MA	Ed	O'Neil	781-393-2430
Middleborough	MA	Barbara	Erickson	508-946-2410
Millbury	MA	Sandy	Genna	508-865-4732
Millis	MA	Paula	Dumont	508-376-7049
Monson	MA	Anne	Murphy	413-267-4120
Nantucket	MA	Deb	Dilworth	508-228-7200
New Salem	MA	Wayne	Hachey	978-544-2731
Newburyport	MA	Dan	Raycroft	978-465-4403
Newton	MA	Elizabeth	Dromey	617-796-1160
Norfolk	MA	John	Neas	508-528-1120
North Attleborough	MA	Sheila	Scaduto	508-699-0117
Northbridge	MA	Robert	Fitzgerald	508-234-2740
Norwell	MA	Barbara	Gingras	781-659-8014



Norwood	MA	Paul	Wanecek	781-762-1240
Oak Bluffs	MA	David	Bailey	508-693-3554
		Board of		
Oakham	MA	Assessors		508-882-5549
Otis	MA	Lee	Marcella	413-269-0102
Palmer	MA	Linda	LeBlanc	413-283-2607
Paxton	MA	Kathleen	Stanley	508-799-7231
Pelham	MA	Martha	Leamy	413-253-0734
Petersham	MA	Kelly	Garlock	978-724-6658
Phillipston	MA	Kelly	Garlock	978-249-1732
Plainville	MA	Mary Jo	LaFreniere	508-695-3142
Plympton	MA	Deb	Stuart	781-585-3227
Quincy	MA	Peter	Moran	617-376-1173
Randolph	MA	Jolanta	Briffett	781-961-0906
Rehoboth	MA	Peter	Jacobson	508-252-3352
Rochester	MA	Board of Assessors		508-763-5250
Rockport	MA	Diane	Lashua	978-546-2011
Rowley	MA	Sean	McFadden	978-948-2021
Russel1	MA	Ted	Gloss	413-862-6203
Rutland	MA	Alyce	Johns	508-886-4101
Sharon	MA	Mark	Mazur	781-784-1507
Shrewsbury	. MA	Christopher	Reidy	508-841-8353
Shutesbury	MA	Ken	Holmberg	413-259-3790
Somerville	MA	Marc	Levye	617-625-6600
South Hadley	MA	Melissa	Couture	413-538-5027
Southampton	MA	Lori	Stewart	413-527-4741
Southbridge	MA	Wilfrid	Cournoyer	508-764-5404
Southfield	MA	Scott	Bois	781-682-2187
Southwick	MA	Sue	Gore	413-569-0565
Spencer	MA	Mary	Williams	508-885-7500
Sterling	MA	Harald	Scheid	978-422-8113
Stockbridge	MA	Mike	Blay	413-298-4174
Sturbridge	MA	William	Mitchell	508-347-2503
Sutton	MA	Joyce	Sardagnola	508-865-8722
Swansea	MA	Jane	Piccerelli	508-324-6702
Taunton	MA	Barry	Cooperstein	508-821-1009
Templeton	MA	Sue	Byrne	978-939-2793
Tewksbury	MA	Chris	Wilcock	978-640-4330
Tisbury	MA	Ann Marie	Cywinski	508-696-4207
Topsfield	MA	Pauline	Evans	978-887-1514



Wales	MA	Dick	Verville	413-245-7571
Walpole	MA	Dennis	Flis	508-660-7314
Wareham	MA	Elsa	Miller	508-291-3100
Wayland	MA	Ellen	Brideau	508-358-3658
Wenham	MA	Shirley	Cashman	978-468-5520
West Boylston	MA	Karen	Pare	508-450-7281
West Springfield	MA	Hans	Doup	413-263-3053
West Tisbury	MA	Kristina	West	508-696-0101
Westfield	MA	Robin	Whitney	413-572-6203
Westminster	MA	Robin	Holm	978-874-7401
Weston	MA	Eric	Josephson	781-786-5055
Westwood	MA	Debbie	Robbins	781-320-1003
Wilbraham	MA	Manny	Silva	413-596-2817
	MA	Karen	Rassias	978-694-2021
Wilmington	MA	Paul	Tierney	617-846-2716
Winthrop	MA	Andrew	Creen	781-897-5830
Woburn	MA	William	Ford	508-799-1024
Worcester	MA	Matt	Zurowick	508-398-2231
Yarmouth	ME	Beth	Newcomb	207-985-4201
Arundel	ME	Lisa	Morin	207-626-2320
Augusta	ME	Marc	Perry	207-288-3320
Bar Harbor	ME	Mike	Marsh	207-698-1101
Berwick	ME	Frank	Yattaw	207-284-9003
Biddeford	ME	Lori	Colton	207-633-2051
Boothbay	ME	Barbara	Wilson	207-633-3671
Boothbay Harbor	ME	Steven	Weed	207.989.7560
Brewer	ME	Cathleen	Donovan	207-725-6650
Brunswick	ME	Wes	Robinson	207-236-3353
Camden	ME	David	Morton	207-627-4515
Casco	ME	Scott	Seaver	207-846-3148
Chebeague Island	ME	Diane	Harrington	207-625-4324
Cornish	ME	Bill	Healey	207-829-2204
Cumberland	ME	Martine	Painchaud	207-439-1813
Eliot	ME	Larry	Gardner, CMA	207-667-8674
Ellsworth		Anne	Gregory	207-781-5253
Falmouth	ME	Robert	Konczal	207-865-4743
Freeport	ME	Curt	Lebel	207-582-6892
Gardiner	ME	Mike	D'Arcangelo	207-222-1600
Gorham	ME	Debbie	Turner	207-833-5771
Harpswell	ME		Robinson	207-985-2102
Kennebunk	ME	Daniel	Gilliam	207-967-0402
Kennebunkport	ME	Werner	Оппаш	201 201 2101



Kittery	ME	Bruce	Kerns	207-439-0452
Monmouth	ME	Laurie	Walker	207-933-2206
Mount Desert	ME	Kyle	Avila	207-276-5531
North Yarmouth	ME	Marnie	Diffin	207-829-3705
Ogunquit	ME	Barbara	Kinsman	207-646-5140
Old Orchard Beach	ME	George	Green	207-934-5714
Raymond	ME	Kevin	Woodbrey	207-655-4712
Richmond	ME	Laurisa	Loon	207-737-4305
Rockland	ME	Dennis	Reed	207-594-0303
Rockport	ME	Kerry	Leichtman	207-236-6758
Sabattus	ME	Donna	Hayes	207-375-4331
Saco	ME	Jim	Thomas	207-282-1611
Sanford	ME	Jeffrey	Geaumont	207-324-9115
Skowhegan	ME	Leisa	Porter	207-474-6903
South Portland	ME	Elizabeth	Sawyer	207-767-7604
South Thomaston	ME	Barbara	Black	207-596-6584
Standish	ME	Peter	Arnemann	207-642-4572
Topsham	ME	Justin	Hennessy	207-725-1722
Waterville	ME	Paul	Castonguay	207-680-4200
Wells	ME	Tanya	Freeman	207-646-6081
West Bath	ME	Robert	Morris	207-443-4342
Westbrook	ME	Elizabeth	Sawyer	207-854-0638
Windham	ME	David	Sawyer	207-892-1903
Winslow	ME	Judy	Mathiau	207-872-2776
Winthrop	ME	Donald	Caldwell	207-377-7200
Yarmouth	ME	Bill	Healey	207-846-9036
York	ME	Rick	Mace	207-363-1005
Bloomington	MN	Matthew	Gersemehl	952-563-8708
Hennepin County	MN	James	Atchison	612-348-4567
Acworth	NH	Board of	Selectmen	603-835-6879
Alton	NH	Tom	Sargent	603-875-0205
Amherst	NH	Michele	Crowley	603-673-6041
Ashland	NH	Ann ·	Abear	603-968-4432
Bedford	NH	Bill	Ingalls	603-792-1316
Belmont	NH	Jeanne	Beaudin	603-267-8300
Bethlehem	NH	Claudia	Brown	603-869-3351
Bow	NH	Monica	Gordon	603-228-1187
Bridgewater	NH	Terry	Murphy	603-744-5055
Campton	NH	Anne Marie	Foot	603-726-3223
Candia	NH	Cheryl	Eastman	603-483-8101
Center Harbor	NH	Robin	Woodaman	603-253-4561



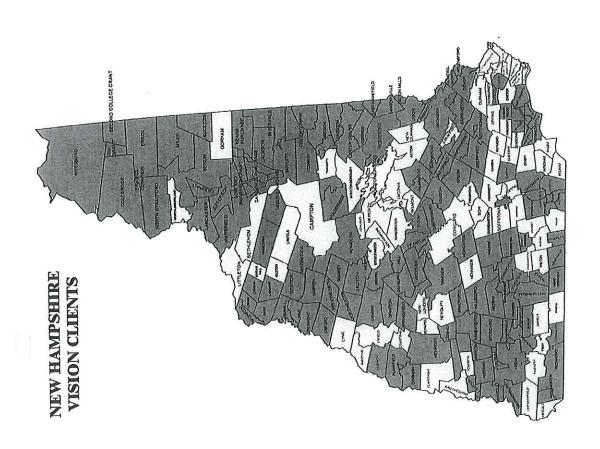
Charlestown	NH	Board of	Selectmen	603-826-4400
Chester	NH	Jean	Packard	603-887-4045
Chesterfield	NH	Board of	Selectmen	603-363-4624
Claremont	NH	Dan	Langille	603-542-7004
Concord	NH	Kathy	Temchack	603-225-8550
Derry	NH	David	Gomez	603-432-6100
Dunbarton	NH	Line	Comeau	603-774-3541
Durham	NH	Jim	Rice	603-868-8064
Easton	NH	Gary	Fournier	603-522-9188
Enfield	NH	Julie	Huntley	603-632-5026
Epping	NH	Joyce	Blanchard	603-679-5441
Exeter	NH	John	DeVittori	603-778-0591
Fremont	NH	Heidi	Carlson	603-895-9035
Goffstown	NH	Scott	Bartlett	603-497-8990
Gorham	NH	Michelle	Lutz	603-466-3322
Grantham	NH	Melissa	White	603-863-6021
Greenland	NH	Karen	Anderson	603-431-7111
Hampton	NH	Ed	Tinker	603-929-5914
Hampton Falls	NH	Diana	Calder	603-926-4618
Hanover 1 miles	NH	Mike	Ryan	603-640-3206
Henniker	NH	Cindy	Marsland	603 428 3221
Hinsdale	NH	Kathryn	Lynch	603-336-5727
Hollis	NH	Connie	Cain	603-465-9860
Hooksett	NH	Elayne	Pierson	603-268-0003
Jaffrey	NH	Michael	Hartman	603-532-7880
Laconia	NH	John	Duhamel	603-527-1268
Lincoln	NH	Helen	Jones	603-745-2757
Littleton	NH	Amy	Hatfield	603-444-3996
Lyme	NH	Diana	Calder	603-795-4639
Lyndeborough	NH	Kate	Thorndike	603-654-5955
Manchester	NH	Mike	Hurley	603-624-6520
Meredith	NH	Jim	Commerford	603-279-4538
Milford	NH	Marti	Noel	603-249-0615
Moultonborough	NH	Gary	Karp	603-476-2347
New Durham	NH	Vickie	Blackden	603-859-2091
New Hampton	NH	Barbara	Lucas	603-744-3559
New London	NH	Jessie	Levine	603-526-4821
Newbury	NH	Norm	Bernaiche	603-763-4940
Newmarket	NH	Terri	Littlefield	603-659-3073
North Hampton	NH	Dave	Caron	603-964-8087
Northumberland	NH	Elaine	Gray	603-636-1450

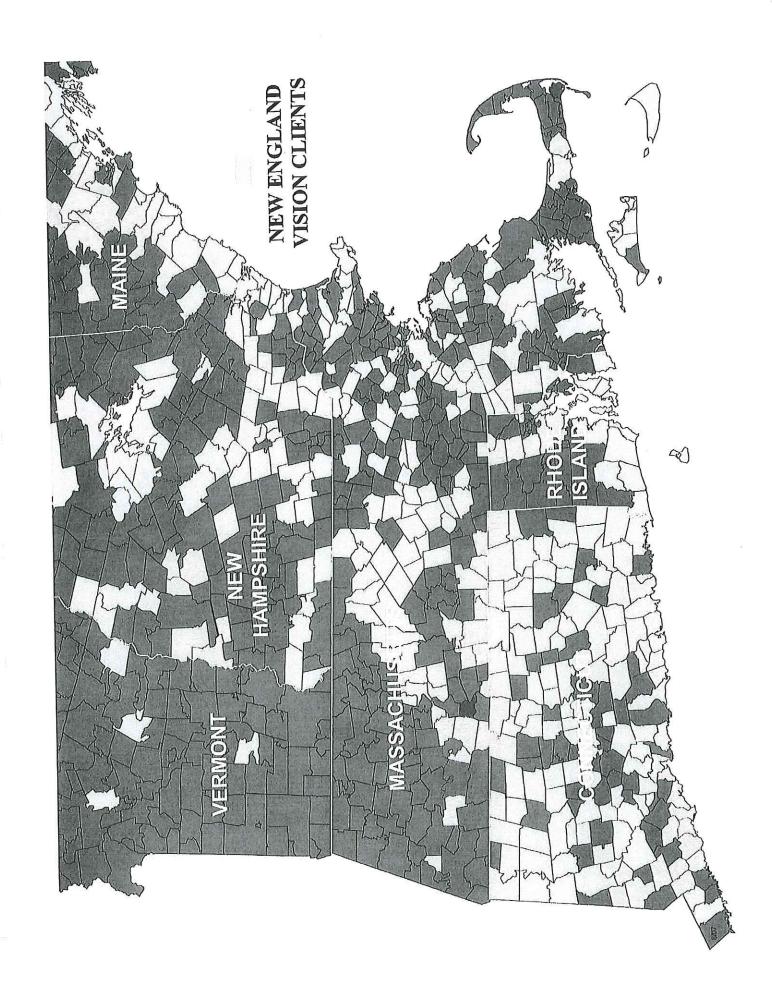


	NH	Susan		603-508-3080
Pelham	NH	Elaine	Wesson	603-485-4747
Pembroke	NH	Rosann	Maurice-Lentz	603-610-7212
Portsmouth	NH	Donna	Giberson	603-895-4735
Raymond	NH	David	DuVernay	603-899-5181
Rindge		Joanne	Drewniak	603-964-5523
Rye	NH	Normand	Pelletier	603-890-2018
Salem	NH	Rob	Jutton	603-729-8005
Sanbornton	NH		Blaisdell	603-887-3646
Sandown	NH	Lynn	Silva	603-474-2966
Seabrook	NH	Angela	Evans	603-664-2192
Strafford	NH	Liz Jennifer	Gaudette	603-823-8468
Sugar Hill	NH	-	Nashawaty	603-763-2212
Sunapee	NH	Donna	Bush	603-352-7411
Swanzey	NH	Amy	Pearce	603-323-7525
Tamworth	NH	Cassandra	Selectmen	603-242-7722
Troy	NH	Board of	Atwood	603-654-9451
Wilton	NH	Pam	Norman	603-434-7530
Windham	NH	Rex		212-291-4820
New York City	NY	Warren	Hyman	914-939-3566
Rye	NY	Mitchell	Markowitz	570-265-1714
Bradford County	PA	Donna	Roof	814-333-7305
Crawford County	PA	Joe	Galbo	717 261-3801
Franklin County	PA	Gary	Martin, CPE	724-852-5240
Greene County	PA	John	Frazier	570 278-4600
Susquehanna County	PA	Tom	Button	570 723-8112
Tioga County	PA	Deborah	Crawford, CPE	814 728-3424
Warren County	PA	Karen	Beardsley, CPE	
Charlestown	RI	Kenneth	Swain	401-364-1233
Cranston	RI	Sal	Saccoccio	401-780-3188
Cumberland	RI	Patti	Acquaviva-Aubin	401-728-2400
East Providence	RI	Steve	Hazard	401-435-7574
	RI	Ken	Gray	401-423-9802
Jamestown	RI	Kim	Gallonio	401-553-8828
Johnston	RI	Denise	Cosgrove	401-635-4509
Little Compton	$\frac{1}{RI}$	George	Durgin	401-847-7300
Middletown	RI	John	Majeika	401-782-0604
Narragansett	RI	Lisa	Ommerle	401-466-3217
New Shoreham	RI	John	Gelati	401-845-5365
Newport	RI	Linda	Cwiek	401-294-3331
North Kingstown	RI	Robert	Burns	401-728-0500
Pawtucket Portsmouth	RI	Matt	Helfand	401-683-1536



Providence	RI	Dave	Quinn	401-421-5900
Richmond	RI	Elizabeth	Fournier	401-539-9000
Smithfield	RI	Suzanne	Kogut	401-233-1015
South Kingstown	RI	Jean-Paul	Bouchard	401-789-9331
Warwick	RI	Kenneth	Mallette	401-738-2000
Westerly	RI	Charles	Vacca	401-348-2541
Woonsocket	RI	Chris	Celeste	401-767-9273
Albemarle County	VA	Robert	Willingham	434-296-5856
Charlottesville City	VA	Roosevelt	Barbour	434-970-3136
Culpeper County	VA	W.	Kilby	540-727-3411
Gloucester County	VA	Derek	Greene	804-693-1325
Henrico County	VA	Tom	Little	804 501-5346
Manassas City	VA	John	Grzejka	703-257-8222
New Kent County	VA	Laura	Ecimovic	804-966-9610
Northampton	VA	Anne	Sayers	757-678-0446
Portsmouth City	VA	Janey	Culpepper	757-393-8631
Staunton City	VA	James	Gallaher	540-332-3827
Suffolk City	VA	Jean	Jackson	757-514-7479
Bridgewater	VT	Board of Listers		802-672-3334
Colchester	VT	Robert	Vickery	802-264-5671
Hartford	VT	Clarissa	Holmes	802-478-1109
Newport	VT	Spencer	Potter	802-334-6992
Pittsford	VT	Linda	Trask	802-483-6500
Stratton	VT	Kent	Young	802-896-6184
Brookfield City	WI	Robert	Lorier	262-796-6648
Cudahy City	WI	Sue	Plutshack	414 769-2207
La Crosse City	WI	Mark	Schlafer	608-789-7525
Neenah City	WI	Chris	Haese	920-886-6125
Pewaukee City	WI	Patrick	Chaneske	262 691-0820
Waukesha City	WI	Paul	Klauck	262-524-3510
Wauwatosa City	WI	Steve	Miner	414-479-8969







### Vision Government Solutions Public Relations Program

Over the past five years, Vision Government Solutions has witnessed an increased need for a comprehensive Public Relations Program. As federal and state governments cut back on all programs, Municipal Governments struggle to maintain basic services and real estate taxes are scrutinized.

As all assessing professionals know, revaluations and updates are a means of equalizing the tax base by bringing all property to a uniform percentage of current value. To property owners, the word "revaluation" has become synonymous with "tax increase". When a revaluation is announced, the taxpayers are anxious and wary. A solid Public Relations Program educates and informs property owners about a revaluation, how it's implemented and how their property taxes fit into the equation. With educated, informed and active taxpayers, a Public Relations Program is required to create a positive image of the tax assessing process.

Vision Government Solutions Public Relations Program begins when a project is awarded. The Vision Government Solutions Project Manager and the Sales Staff work with the Assessor throughout the project. The Assessor is a key component in that Assessors have knowledge of both the political situation and the potential receptiveness of the property owners. Assessors generally know which special interest groups to target for added attention, have information on current municipal services, and are aware of which local media will enable the best and most exposure.

Vision Government Solutions provides standard information to the client for use in explaining the process. This information includes:

Company history and experience.

Initial explanation of the project, its time schedule, breakdown on each phase, and where the property owner can become involved.

Project update notices on where the project is during each phase (not usually necessary for

- Notification and explanation of the Hearings Process and how homeowners can prepare for
- Explanation of the Appeals Process, should property owners still disagree with the new values after hearings.
- Sample letters and articles from other Municipalities positive press experience.



### **Public Relations Program Steps**

#### 1. Initial Set-up:

- Assessing the needs via discussion and negotiation prior to signing a contract.
- Conduct Media Research: What papers, radio stations, etc. are in the area, their circulation, the political climate of each publication, etc.

### 2. Media Releases:

- Hold background meeting with local press by phone or in person.
- Press Release announcing the award of the impending revaluation, follow-up with press.
- Press Release announcing the start of the project, the actual steps and time frame involved, follow-up with press.
- Street listing Press Release every month for the duration of Data Collection Phase of project, follow-up with press.
- Press Release announcement of hearings; what to expect and how to prepare, follow-up with press.
- Press release on the results of the revaluation, follow-up with press.
- Generic Question & Answer Brochures.

### 3. Media Status Meetings:

- Client meetings
- Monitor local press

### 4. Group Presentations:

- Business/Commercial Groups, i.e. Kiwanis, Rotary.
- Political Groups; e.g. Selectmen, Aldermen, Finance Boards, et al.
- Preparation of materials and follow-up debriefing memos.

## 5. Specialty Items: Priced outside of the contract.

- Municipality Specific Question & Answer Brochures
- Municipality Specific Revaluation Slide Show



## Public Relations via the Internet

Whether or not the Town decides to publish assessing data on the web, a PR web page can be set up and customized for the Town to help the citizens better understand the revaluation process. Some sample screens are shown below.

Frequently asked questions can be added to address typical taxpayer concerns.

## **Taxpayer** Revaluation Information

#### Welcome

Welcome to the Vision Appraisal Technology Taxpayer Information Site. We have created this site to help taxpayers better understand the revaluation process and have included lots of information for you to review. As you mavigate through the content, you will find a section that helps you understand how your property was assessed as well as a section that will help you to prepare for a hearing if you feel the need to context your value. We have also included an overview of a typical revaluation project, videos that will familiarize you with the various steps involved in a revaluation as well as useful links to assessing industry sites.

Our goal in educating the taxpaying public is to help us better serve our Municipal clients. Our corporate focus is to assist Cities and Towns with the very important and necessary task of equalizing property values. Municipalities use there values to equitably distribute the tax burden amongst all taxpayers, helping the Municipalities collect much needed revenue that funds many important municipal services. Educating taxpayers can help them to be more understanding of the overall process while also helping their own Municipalities to better fulfill their responsibilities to be fair and equitable to all. We hope that this paga allows you to better understand what can appear to be a complicated and confusing process.

#### Return to Hems Page

#### Taxpayer Assistance Frequently Asked Quertiars Is my assessment correct? Preparing for a Hearing

Vialon Home Page Online Property Database HA Dept of Revenue Rhode Island Dept of Tax HA Assoc of Assessing Officers CT Assoc of Assessing Officers RI Assoc of Assessing Officers NH Asses, of Assessing Officers ME Assec, of Assessing Officers VT Assessors & Unters Asses.

#### Helpful Videos

Goals of a Rovaluation Types of Revaluations

The web site can feature a section that helps taxpayers evaluate whether their assessment is correct by bringing them through a series of questions.

## **Taxpayer** Revaluation Information

#### Is My Assessment Correct?

The following 4 questions and accompanying information can help you to decide if your assessment is correct.

Please note: If you are concerned that your taxes are going to double because your property value has doubled, that is usually not the case. Since everyone alse's property value is also raing, the lax rate usually drops somewhat proportionally to the amount of total increase to a City or Town's total value.

#### 1) Can I sell my property for that amount?

The first thing that you should do is ask yourself if you could sell the property for approximately that amount. (Please note that assessments in Connecticut reflect 70% of market value.)

#### 2) Does the Assessing department have the correct information on my property?

You can review the information that the Assessing Department has collected on your property to make sure the data is accurate. Some towns allow access to property information on the internet. You can check if your City or Town makes the information available in the Vision Appraisal Online Database. If the

#### Retun to Home Page

#### Taxpayer Assistance

Frequently Asked Questions Is my assessment correct? Freparing for a Hearing

#### LINKS

Vision Home Page Online Property Database MA Dept of Revenue Rhode Island Dept of Tax NA Assec, of Assessing Officers CT Assec, of Assessing Officers RI Assec, of Assessing Officers HH Asses, of Assessing Officers HE Assoc. of Assessing Officers VT Assessors & Usters Assec.

#### Helpful Videos

Goals of a Revaluations Types of Revaluations He o is Land Valued How are Buildings Valued Hon does a Property's Condition Affect Value



An actual representation of previous assessed values to current sales price can be a great way to explain why assessments have risen to their current level.

## Danbury, CT Revaluation Information

#### Welcome

Welcome to the Vision Appraisal Technology Taxpayer Information Site, We have created this site to help taxpayers better understand the revaluation process and have included lots of information for you to review. As you navigate through the content, you will find a section that helps you understand how your property was assessed as well as a section that will help you to prepare for a hearing if you feel the need to context your value. We have also included an overview of a typical revaluation project, videos that will familiarize you with the various steps involved in a revaluation as well as useful links to assessing industry sites.

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Taxpaver Assistance Overview of Harket Conditions Frequently Asked Questions Is my assessment correct? freparing for a Hearing

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#### Helpful Videos

Goals of a Revaluation

We can even offer videos that explain how a revaluation is performed.

# **Taxpayer** Revaluation Information

### Goals of a Revaluation



Launch in external player Click below to view a copy of the chart referred to in this Video.

#### Return to Home Page

Frequently Asked Questions Is my essessment correct? Fregating for a Hearing

#### LINKS

Vision Home Page Online Property Delebase HA Dept of Revenue Rheda Island Dept of Tax Mode Island Dept of Tax
HA Assoc. of Assessing Officers
ET Assoc. of Assessing Officers
RI Assoc. of Assessing Officers
WH Assoc. of Assessing Officers
HE Assoc. of Assessing Officers
VT Assessors & Listers Assoc.

#### Helpful Videos

Goals of a Reveluation Types of Revaluations How is Land Valued How does a Propertya Condition Affect Value How to Appeal a Valuation

We have found that providing explanations via the web helps tremendously with our PR efforts. We have also been able to measure this need. We have tracked more than 2,000,000 unique hits annually to our Taxpayer Revaluation Information Web Site since December 2005.



## PAUL R. McKENNEY, CMA

## MASS APPRAISAL EXPERIENCE

# VISION GOVERNMENT SOLUTIONS, NORTHBORO, MA

12/10-

PRESENT District Manager:

Primary responsibility is the allocation of personnel and resources to effectively execute contracts assigned to district. Also responsible for producing revenue projections, cost ratio studies and project billing reports. Interact with other departments within the company regarding contract specifications and implementation. Responsible for the direct supervision of project managers and appraisers within a district encompassing Connecticut, Maine, Massachusetts, New Hampshire and Vermont.

06/05-

12/10

Responsible for planning, implementing and running revaluation projects for various municipalities. Specific duties include the mass appraisal of residential properties. Duties include property sales review and verification, statistical analysis, model calibration, the supervision of data collectors and field review appraisers, taxpayer hearings and all reporting requirements as they relate to project certification.

Staff Appraiser: 06/04-

Review residential and commercial properties for revaluation purposes. Responsibilities include setting neighborhood factors for land based on sales and income 06/05 analysis; review and analyze income and expense reports on commercial and industrial properties; market research and formulation of cap rates; commercial and industrial review and reconciliation.

06/03-

Manage overall supervision of all aspects of data collection. Work directly with tax assessor's office to coordinate inspections of residential properties. Organize and delegate 06/04 daily workload to data collector team and review all information collected for accuracy and completeness. Oversee data entry, notification of the public regarding revaluation processes and handle taxpayer concerns. Prepare for sales analysis and field review phases of revaluation projects. Hire and train new data collectors when necessary.

Data Collector: Responsibilities include accurately locating, identifying, and measuring the exterior dimensions of assigned properties. Making a thorough inspection of the interior of 12/01 the property and accurately recording all pertinent data used in the valuation of the property. 06/03



### PROFESSIONAL EXPERIENCE

# 1993- VXI Corporation, Rollinsford, NH (Manufacturer of Telecommunications

2001 Equipment)

Director of Materials: Coordinated activities of production department for materials processing and product manufacturing. Managed activities and personnel involved in the purchasing and distribution of materials, equipment and supplies. Provided analysis and reporting regarding availability, delivery and future requirements. Developed, implemented and ensured compliance with instructions, policies, systems and procedures. purchase orders and contracts for compliance with established requirements. production operations, including priorities and sequences for manufacturing. Implemented, coordinated and maintained Quality Control Systems. Oversaw employee performance and assisted in resolution of personnel issues.

1985- Eagle Realty, Dover, NH

Principle Broker: Real Estate sales, customer service and residential/commercial property 1993 management. Real Estate Appraisal, Commercial & Residential.

1985- Superior Property Management, Dover, NH

1993 Property Manager: Residential and commercial property management, Appraisal.

### **EDUCATION**

University of New Hampshire - Business Management

McCarthy Real Estate Academy - Real Estate Law, Practices, Appraisal.

Nathaniel Hawthorne College - Business - Management

New Hampshire College - Business Management

New Hampshire Vocational Technical Institute - Electronics

Vision Appraisal Technology - 80 Hour In-house Training Program, V6 Training

IAAO - Course 101, Course 5, USPAP 15 Hr core course

IAAO - Course 400, Assessment Administration

USPAP - 15 Hours Classroom Class

MAAO - Course 5, Mass Appraisal of Real Property

JMB Real Estate Academy - Appraising Income Properties

New Hampshire State Statues Classes 1 & 2

New Hampshire Dept. of Revenue – Excel for Assessors

New Hampshire Licensed Real Estate Broker License # 568

State of New Hampshire - Certified Property Assessor Supervisor

State of Maine Certified Maine Assessor # 738

State of Connecticut - Land/Residential Certification # 918

State of Vermont - Project Supervisor



### MEMBERSHIP/PROFESSIONAL AFFILIATIONS

IAAO - International Association of Assessing Officials MAAO - Maine Association of Assessing Officials NHAAO - New Hampshire Association of Assessing Officials New Hampshire - Justice of the Peace New Hampshire - Notary Public



## STEPHEN P. WHALEN

## PROFESSIONAL EXPERIENCE

09/05- VISION GOVERNMENT SOLUTIONS, Northboro, MA

Present Project Manager/Senior Commercial/Industrial Appraiser: Responsible for overall project management and/or commercial/industrial appraisal functions required in connection with revaluation and update projects. Specific expertise in the valuation of commercial and industrial property.

WELLESLEY, MA - ASSESSORS OFFICE Wellesley, MA

Present Property Appraiser: Field review of all residential properties that have filed a building Permit. Verification of all info on the property card, inside and outside of the property. Re-inspections of property that have filed an tax abatement or have sold within the last Year.

WEST NEWBURY, MA -ASSESSORS OFFICE West Newbury, MA

Property Appraiser: Field review of all properties that have filed a building permit. 2005-Present Verification of all Building information due to property sales.

SAUGUS, MA -ASSESSORS OFFICE Saugus, MA

Present Property Appraiser: Interior and exterior inspections of all residential and commercial properties that have taken out a building permit. Re-inspections of all properties that file for a tax abatement. Commercial income and expense analysis. Valuation of commercial and industrial property for state mandated revaluation. Review and approval of the revaluation by the Massachusetts Department of Revenue.

COLE LAYER TRUMBLE, CO. Tolland, CT

Senior Project Manager: Experienced in all phases of the revaluation process and 1987 supervisor on a number of projects in New England. Responsible for the hiring and training of 09/05 field and office personnel and has assisted in the defense of values at both informal and formal levels. Also responsible for training clients and employees on different valuation analysis software. Other responsibilities include establishing market rents for commercial and industrial properties based on income and expense reports passed in. Utilizing the income, cost and sales approaches to value for state mandated revaluations.

### EDUCATION

UNIVERSITY OF MASSACHUSETTS Boston, MA 1985 Bachelor of Arts Degree - Economics

1980-1982 SOUTHEASTERN MASSACHUSETTS UNIVERSITY Dartmouth, MA Liberal Arts and Computer Science courses



### CERTIFICATIONS

STATE OF CONNECTICUT- Certified for land/residential, commercial/industrial, personal property, and supervisor.

STATE OF NEW HAMPSHIRE- Certified Real Estate Appraiser

## MEMBERSHIPS / PROFESSIONAL AFFILIATIONS

IAAO -International Association of Assessing Officers MAAO -Massachusetts Association of Assessing Officers

### RELATED COURSES

## INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS (IAAO) COURSES

Site analysis and evaluation
Introduction to the cost approach to value
Introduction to the market approach to value
Fundamentals of real property appraisal
Income approach to valuation
Mass appraisal of residential property
The Rushmore Model for hotel valuation
Complex industrial property
Mass appraisal of high end residences
Valuation of regional malls and golf courses
Specialty properties; hospital exemptions and assisted living
Valuation telecommunications property and wireless technology
Casino valuation

## MASSACHUSETTS ASSOCIATION OF ASSESSING OFFICERS (MAAO) COURSE

Comparable sales approach



## RICHARD T. KULP

## MASS APPRAISAL EXPERIENCE

## VISION GOVERNMENT SOLUTIONS, NORTHBORO, MA

Staff Appraiser/Crew Chief 6/04 -

Present Duties include reviewing accuracy of data by Data Collectors; assisting with public hearings; maintaining production logs both daily and weekly for project managers. Training and experience with Commercial data collection and review. Projects include Arundel, Standish, Camden, Kennebunkport, Winslow, Gardiner and Raymond, Maine; Fremont, Littleton, Manchester and Derry, New Hampshire; Newburyport, Dracut and Harvard, Massachusetts, as well as Danbury, Bristol and Bridgeport, Connecticut.

> RE Appraiser Trainee with State of NH and has assisted with field review process in Fremont, Littleton, Dunbarton, Chester, Pelham and Derry, New Hampshire.

Data Collector 02/02-

Responsibilities include accurately locating, identifying, and measuring the exterior dimensions of assigned properties. Making a thorough inspection of 06/04 the interior of the property and accurately recording all pertinent data used in the valuation of the property. Experience in working in Hooksett, New Durham, Exeter, Fremont, and Wolfeboro, New Hampshire and York, Kittery, Camden, Standish and Raymond, Maine.

### EXPERIENCE

5/00- Tycom Integrated Cable Systems, Newington, NH

02/02 Technical Analyst Perform fiber optic transmission analysis, using various testing systems to obtain power/attenuation values and signal loss data over multiple wavelengths, ensuring conformity with engineering specifications. Collect data and prepare reports for quality assurance using Microsoft Excel and Word.

11/94- Russound, Inc. New Market, NH

Inventory Control Team Leader Management of material flow from receiving to production, tracking the movement of over 2000 parts and subassemblies used in the manufacture of audio/video electronic equipment. Supervise all aspects of inventory control and reporting using company specific automated system. Oversee stock levels to ensure cost effective re-ordering. Coordinate material requirements and resolve purchase-ordering discrepancies with purchasing department. Complete bimonthly physical inventory counts. Organize warehouse. Supervise and train all receiving/inventory control personnel. Lead the quality assurance team for all sheet metal fabrication and procurement.



12/91- Harcourt Home Improvement Co., Nottingham, NH

11/94 Carpenter/Painter/Landscaper

2/86- National Oceanographic and Atmospheric Administration NOAA,

12/91 Seattle, DC

Survey Technician

Acquisition, analysis and processing of hydrographic and oceanographic data obtained while onboard the U.S. government ship RAINER. Responsible for the production of detailed nautical charts of the ocean floor off the Alaskan coast. Utilized land and ocean surveying techniques including shooting elevations and angles, triangulation, tidal gauge reading, position plotting and interpolation.

### **EDUCATION**

## University of New Hampshire

B.S. Park Management

Vision Appraisal Technology

80 Hour In-House Training Program

REA1-Real Estate Appraisal Basics - 10220032 (Mass. Board of RE Appraisers)

39 hours

USPAP: Uniform Standards of Professional Appraisal Practice, 2006

JMB Real Estate Academy

Appraising Income Properties - 10180003 (Mass Board of RE Appraisers) 30 hours, 2007

## New Hampshire Department of Revenue Administration

Certified Real Estate Appraiser Trainee

## Connecticut Office of Policy and Management

Certified Land/Residential Data Collection and Review



## KEVIN T. LEEN

## MASS APPRAISAL EXPERIENCE:

# VISION GOVERNMENT SOLUTIONS, NORTHBORO, MASSACHUSETTS

08/04- Project Manager

Responsible for planning, implementing and running revaluation projects for various municipalities. Specific duties include the mass appraisal of residential properties. Duties include Pres property sales review and verification, statistical analysis, model calibration, the supervision of data collectors and field review appraisers, taxpayer hearings and all reporting requirements as they relate to project certification. Recent and ongoing projects include Raymond, Topsham & Gardiner, Maine; Epping, Meredith, Acworth & Hinsdale, New Hampshire as well as experience on Connecticut and Massachusetts projects.

09/01- Senior Appraiser

08/04 Review residential and commercial properties for revaluation purposes. Responsibilities include residential sales and non-sales review, hearings with taxpayers, update current use land lines based on clients' data, set neighborhood factors for land based on sales analysis and worked with Assessor's offices. Projects include Newburyport, Massachusetts, and Rye, North Hampton, Fitzwilliam, Wolfeboro, New London, Newbury and Moultonborough, New Hampshire.

06/00- Staff Appraiser/Crew Chief

09/01 Review residential properties for revaluation purposes. Responsible for overseeing sales data collection and verification, total data collection effort and completing complex data collection assignments which may be beyond the scope of normal data collection personnel, quality control of data, and hearings with taxpayers. Maintaining a high level of operating competence and efficiency and monitoring and evaluation of the data collection personnel. Performed duties on the following projects: Bow, Hollis, New London, Newbury, Raymond, Seabrook, Rye and Wolfeboro, New Hampshire as well as Marlboro, Massachusetts.

06/00 Responsibilities include accurately locating, identifying, and measuring the exterior dimensions of assigned properties. Making a through inspection of the interior of the property and accurately recording all pertinent data used in the valuation of the property. Projects worked on are Wilmington, Massachusetts and Salem, New Hampshire.

## PROFESSIONAL EXPERIENCE

- 1994 1999 INDEPENDENT CONTRACTOR, HAMPTON, NEW HAMPSHIRE Fee Appraiser
- 1993 1994 GOODWIN, BRAGG & BERG, PORTSMOUTH, NEW HAMPSHIRE Staff Fee Appraiser



## PROFESSIONAL EXPERIENCE (Contd.)

1985 - 1993 ABLE APPRAISAL SERVICES, NASHUA, NEW HAMPSHIRE Staff Fee Appraiser

1991- Present Admitted as Expert Witness in Rockingham County (NH) Probate Court

### APPRAISAL EDUCATION

101 Introduction to Appraising Real Property

102 Applied Residential Property Valuation

410 Standards of Professional Appraisal Practice, Part A

420 Standards of Professional Appraisal Practice, Part B

Uniform Standards of Professional Appraisal PracticE

The Expert Witness

Introduction to Review Appraisal

Residential & Commercial Building Components

Uniform Standards of Professional Appraisal Practice

Valuing Apartment Buildings

Factory Built Housing

Course 300: Fundamentals of Mass Appraisal

MAAO Course 3: The Income Approach to Value

Uniform Standards of Professional Appraisal Practice

National Uniform Standards of Professional Appraisal Practice (2008)

Residential Report Writing Case Studies

Issues Pertaining to Shoreland Properties (Maine)

#### **EDUCATION**

1980 - Boston College, Chestnut Hill, Massachusetts Bachelor of Arts

## SPECIAL QUALIFICATIONS

State of New Hampshire: Certified Residential Appraiser, NHCR385 (Inactive)

State of New Hampshire Department of Revenue Administration:

Certified Real Estate Appraiser Supervisor

State of Maine: Certified Maine Assessor (#740)

State of Connecticut Office of Policy and Management: Certified Land/Residential Appraiser



### Steven Griffin

3 Maple Ridge Drive, Merrimack, NH 03054 (603) 930-1651 stevegrlffin68@gmail.com

Pnofessional Expellence	Griffin Appraisals, Inc. Nashua, NH Licensed Real Estate Appraiser Appraised real estate in the states of NH and VT.	2003 - 2012
	Able Appraisal Services Nashua, NH Apprentice Real Estate Appraiser Appraised residential real estate in the states NH and MA	1998 – 2003
	Advanced Realty Group Nashua, NH Real Estate Broker Listed and sold residential and commercial real estate	1995 - 2001
Education	JMB Real Estate Academy, Inc. Chelmsford, MA FHA VA Appraiser Thriving and Surviving 7 Education Hours	2008
	JMB Real Estate Academy, Inc. Chelmsford, MA Uniform Standards of Appraisal Practice 2008 Update 7 Education Hours	2008
	Career WebSchool Vermont Appraisal Marietta, GA Appraisal Methods 14 Education Hours	2005
	Career WebSchool Vermont Appraisal Marietta, GA Computaught Overview of the Appraisal Process 14 Education Hours	2005
	JMB Real Estate Academy, Inc. Chelmsford, MA Residential Market Analysis and Highest and Best Use 15 Education Hours	2005
	JMB Real Estate Academy, Inc. Chelmsford, MA Uniform Standards of Appraisal Practice 2005 Update 7 Education Hours	2005
	JMB Real Estate Academy, Inc. Chelmsford, MA Appraising Income Properties 35 Education Hours Advanced Capitalization Course	2001
	JIMB Real Estate Academy, Inc. Chelmsford, MA Appraising 1-4 Family Properties 30 Education Hours Advanced Residential Course	1999
	JMB Real Estate Academy, Inc. Chelmsford, MA Basics of Real Estate Appraising 30 Education Hours Introductory Residential Course	1998
	JMB Real Estate Academy, Inc. Chelmsford, MA Uniform Standards of Professional App. Practice 16 Education Hours Complete USPAP Course	1998
	Kathy Rossa School of Real Estate Manchester, NH Real Estate Real Estate Agent/Broker	1995

# TOWN OF NEWMARKET, NEW HAMPSHIRE By the Newmarket Town Council Resolution #2013/2014-30 Resolution Relating to Withdrawal of \$1,775 From the Cemetery Capital Reserve Fund WHEREAS, the Trustees of Trust Funds have identified three large pine trees and two stumps that require removal, and WHEREAS, the Trustees have solicited three quotes, where Seacoast Tree Care was selected for a total cost of \$1,775, and WHEREAS, the Cemetery Capital Reserve Fund has \$9,915 prior to the expenditure. NOW, THEREFORE BE IT RESOLVED that the Newmarket Town Council does hereby approve a withdrawal of \$1,775 from the Cemetery Capital Reserve Fund to the Wastewater Fund. First Reading Date: December 4, 2013 December 18, 2013 Second Reading Date: Final Action by Council: December 18, 2013 Approved: Gary Levy, Chairman Newmarket Town Council A True Copy Attest: Donna Dugal, Town Clerk

## RECEIVED

Town of Newmarket Cemetery Trustees

SEP 24 2013

September 17, 2013

Town Administrator Town of Newmarket Main Street Newmarket, NH 03857 TOWN OF NEW MARKE

SEP 26 2013

TOWN OF NEWMARKET FINANCE OFFICE

Re: Removal of trees and stump grinding in Riverside Cemetery

Town Administrator,

The Cemetery Trustees have voted to cut three large pine trees in the lower part of Riverside Cemetery. We also plan to grind the tree stumps plus an additional stump.

Bids to do the above work were submitted by the following:

Seacoast Tree Care \$1,525.00 \$1,700.00 Urban Tree Service \$2,100.00 Orion Tree Service Pace Tree Service- declined to bid

The Cemetery Trustees voted to have Seacoast Tree do the work.

Rick Malasky asked the Trustees to also grind 2 hardwood stumps along the fence. This would make the grass cutting much easier. The Trustees voted to approve Rick's request and since Seacoast Tree was going to do most of the work we asked them to submit a quote for the additional work. Their bid was \$250. The Trustees approved having the 2 additional stumps ground.

There is an account held by the Trustees of Trust Funds for Town Cemeteries that has a balance of \$9,914.54. The Cemetery Trustees request approval to have the Trustees of Trust Funds withdraw \$1,775.00 from this account to accomplish the above work.

Thank you for your consideration in this matter.

Sincerely,

Edward Pelczar

Cemetery Trustee



Seacoast Tree Care LLC PO Box 1192 Stratham NH, 03885 603 431 0101 Fax 603 758 1115

#### **PROPOSAL**

Michael Provost

**Newmarket Cemetery Committee** 

Newmarket, NH 03857

6/28/2013

Job Name: Newmarket Cemetery Com

Work Site: Elm Street Genetery

riverside Clince

Proposal By: Dan Mello

603 740 8475 Fax

Work

Below are the prices for the care of your trees:

Item #	Service Description	Cost
1	General Tree Work	\$1175.00
	Removal of 2 large White Pines and 1 Red Pine.	
2	Stump Grinding	\$350.00
	Grinding of 4 stumps.	

Total

1,52,5,00

**Customer Signature** 

Please sign, date and return proposal with a 50% deposit to confirm work. Final payment will be due at job completion. Any change in the above proposal must be done with a Change Order and signed by the client. Prices are subject to change if the original job conditions change or if this form is not signed and returned within thirty days. Interest will be assessed at 1.5% on all balances over 30 days. All collection fees are paid by client.

Seacoast Tree Care, their employees and representitives will not be responsible for any and all undisclosed utilities including but not limited to septic systems, dry wells, cesspools, storage tanks, and irrigation systems. All hazards and precautions will be fully stated in writing.

While we make every effort to minimize damage due to heavy equipment, lawn and driveway repair are not included in the contract price, unless noted otherwise in this proposal. Stump removal is not included in this proposal unless specifically stated. Removal of the grindings from the stump removal is not included in this proposal unless specifically stated. The removal of surface and subsurface roots beyond the stump is not included unless specified in this proposal.



Seacoast Tree Care LLC PO Box 1192 Stratham, NH 03885 603 431 0101

9/9/2013

**Newmarket Cemetery Committee** 

**Edward Pelczar** 

Newmarket, NH 03857 Work: 659-3344

Job Name:

**Newmarket Cemetery Committee 1309** 

Work Site:

Terracu Street Gemetery

Newmarket, NH

Proposed By:

Kirlside Cl

Cost Service Description Item# \$250.00 **Stump Grinding** Grinding of 2 additional stumps along fence Subtotal: \$250.00 Notes:

Total: \$250.00

Celiza Trustos

9/16/13

Please sign, date and return proposal with a 50% deposit to confirm work. Final payment will be due at job completion. Any change in the above proposal must be done with a Change Order and signed by the client. Prices are subject to change if the original job conditions change or if this form is not signed and returned within thirty (30) days.

#### **Terms and Conditions**

It is agreed by and between Seacoast Tree Care, LLC and the authorizing party (customer and/or customer's agent) that the following provisions are made as part of this contract:

1. Insurance by Contractor: Seacoast Tree Care, LLC warrants that it is insured for liability resulting from injury to person(s) or property and that all employees are covered by Workers' Compensation as required by law. Certificates of coverage are available upon request.

2. Cancellation Fee: Seacoast Tree Care, LLC kindly requests that the authorizing party provide at least 24 hours advance notice of any full or partial work cancellation. If a crew has been dispatched to the job site, the customer will be assessed a mobilization fee of \$400.00 for incurred expenses.

3. Completion of Contract: Seacoast Tree Care, LLC agrees to do its best to meet any agreed upon performance dates, but shall not be liable in damages or otherwise for delays because of inclement weather, labor, or any other cause beyond its control; nor shall the customer be relieved of completion for delays.

4. Tree Ownership: The authorizing party warrants that all trees listed are located on the customer's property, and, if not, that the authorizing party has received full permission from the owner to allow Seacoast Tree Care, LLC to perform the specified work. Should any tree be mistakenly identified as to ownership, the customer agrees to idemnify Seacoast Tree Care, LLC for any damages or costs incurred from the result thereof.

5. Safety: Seacoast Tree Care, LLC warrants that all arboricultural operations will follow the latest version of the ANSI Z133.1 industry safety standards. The authorizing party agrees to not enter the work area during arboricultural operations unless authorized by the crew leader on-site.

6. ANSI A300 Tree Care Standard Definitions: The following definitions apply to specifications detailed in this proposal. clean: Selective pruning to remove one or more of the following parts: dead, diseased, and/or broken branches. Unless noted otherwise on this proposal, all cleaning will be of branches 1 inch diameter or greater throughout the entire crown.



#### **PROPOSAL**

### A TREE HEALTH COMPANY, INC.

Urban Tree Management • Tree Pruning & Removal • Stump Grinding Cabling & Bracing • Tree Planting • Consultation • Lawn Sprays Insect & Disease Tree Sprays • Vegetation Control • Fertilization Certified Arborists and Licensed Pesticide applications in NH, ME, MA

119A Walnut Street, P.O. Box 1631, Rochester, NH 03866-1631

	Tel. 603 332-1246 • Fax 603 335-0522 • Email: in	fo@urbantreeservice.com
Submitted to: Newmarket Counter	Trustees Date: 7/22/13	
Mailing Address: 77 Exeto St.	\	
City, State, Zip New word, NH	03%5)	
	Work Phone: Cell: 9L	9-9822
Property Location:	Email:	
Recommendations:		Estimated Costs:
1) Take down 2 4 Red Ph	Large While Phe	
How desis		*1400 -
2) Grind 4 St	eavenulcan holes Haul Mulca - add	\$ 200 - \$ 100 -
Sketch of Property  Maid: Garage  06	TOTAL: Special Notes:	1,700.00
We propose hereby to furnish materials and labor—complete in Insurance and Workman's Compensation Insurance. We are pl	n accordance with the above specifications. Our workme	n are fully covered by Liability

unless otherwise noted.









Authorized Company Signature Editor Accepted By:

# ORION TREE SERVICE, LLC

44 Mast Road Lee, New Hampshire 03861 (603) 659-8733

Name Date
Newmorket Cemetery Comm. 7,23:13
Address
Riverside Cemetery
Phone
659.3344 Edward or Michael Polear
¥ —
Job Description:
20 miles (1 miles (2
· Remove 2 white + 1 red pine
in acous
in group_near shed
· Crind 4 stumps
<i>V</i>
10 mg
- Stump mulch Left behind
all other debris hauted away
<i>H</i>
TOTAL \$ 2100



Seacoast Tree Care LLC PO Box 1192 Stratham NH, 03885 603 431 0101 Fax 603 758 1115

**Invoice** 

**Edward Pelczar Newmarket Cemetery Committee** 

Newmarket, NH 03857

DATE INVOICE #

6262 9/20/2013

Due Terms 9/21/2013 Due Upon Receipt

Job Name	Job Site	Phone	Salesperson	Total Due
Newmarket Cemetery	Elm Street Cemetery	659-3344	Dan Mello	\$1,775.00
Committee 130628MKS				

Item	Plant	Service Description	Completed	Qty	Price
1		General Tree Work	9/18/2013	1	\$1175.00
		Removal of 2 large White Pines and 1 Red Pine.			
2		Stump Grinding Grinding of 4 stumps.	9/18/2013	1	\$350.00
3		Stump Grinding Grinding of 2 additional stumps along fence.	9/18/2013	1	\$250.00
			Subtotal:		\$1.775.00

Subtotal:

\$1,775.00

SalesTax:

\$0.00

All invoices are due upon receipt. An additional charge of 2.5% will be added for credit card processing. A 1.5% finance charge will be assessed on all balances over 30 days. All collection fees will be paid by client. Thank you for your business!

Total:

\$1,775.00

**Total Outstanding Invoices** 

<u>Date</u>

Invoice #

Reference

**Amount** 

9/20/2013 6262

**Newmarket Cemetery Co** 

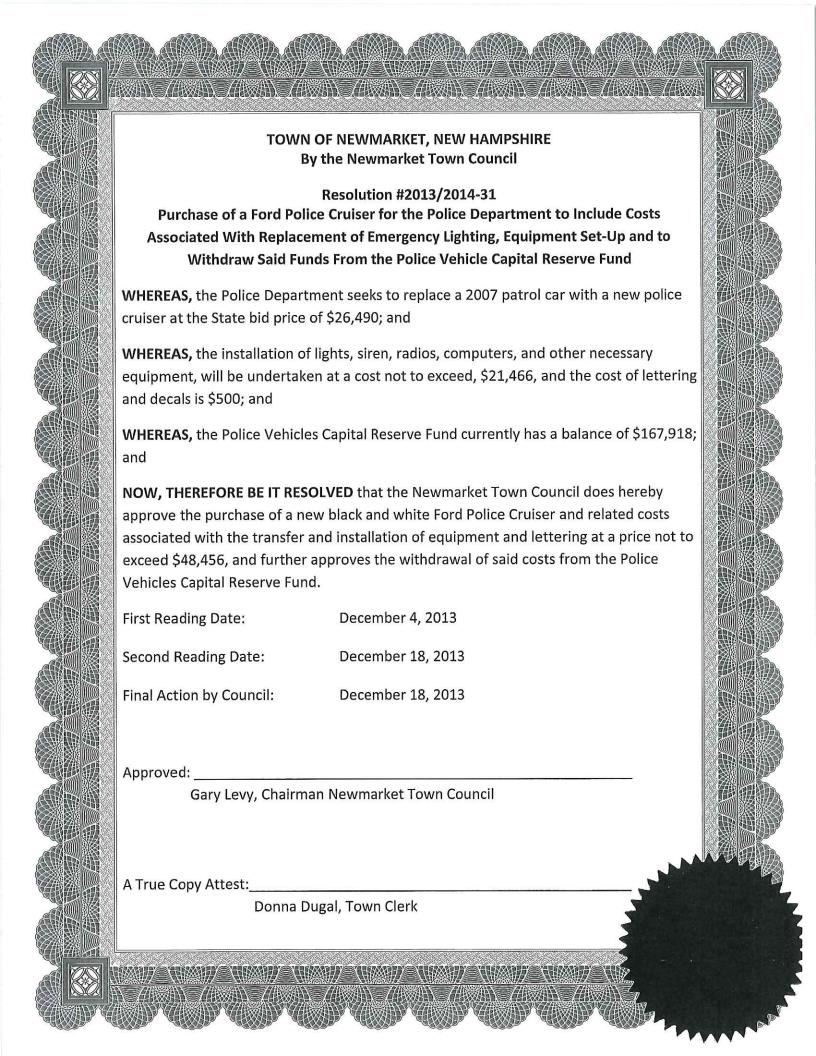
\$1,775.00

Invoice Totals:

\$1,775.00

approved by Ed Gelegar - Cemetry Pustee

11/1/2013	Tow		and the second s		
Carol Sheehan	Capital Reserve Overview				
		Balance	FY 13/14	FY13/4	Remaining
A A A Million of the Control of the	Account #	7/1/2013	<u>Additions</u>	Resolutions	<u>Balance</u>
D. I.P. MAI. I	04 400 000 0012	611 122	130,020	(99000)	642,142
Public Works	01-490-900-0012	611,122	50,020	(99000)	253,159
Fire	01-490-900-0016	203,152		0	144,159
Library	01-490-900-0017	144,154	5	0	167,918
Police Vehicles	01-490-900-0018	120,658	47,260	0	102,193
Dispatch/Police Equipment	01-490-900-0019	102,190	3	S	
Building Improvements	01-490-900-0020	324,545	11	(8000)	316,556
Municipal Trans.Fund	01-213-000-3110	338,838	11	(100000)	238,849
Town Clock	01-490-900-0022	9,666	0	(895)	8,771
Recreation Facilities	01-490-900-0021	160,892	2,005	0	162,897
Community Recreation		84,178	3	0	84,181
Technology	01-490-900-0076	27,378	1_	0	27,379
Dam Capital Reserve	01-490-900-0078	41,562	1	0	41,563
Cemeteries	01-490-900-0079	9,915	0	(1775)	8,140
Veterans Memorial Trust	01-490-900-0080	17,748	1	0	17,749
Cable TV	01-490-900-0034	71,671	2	0	71,673
Sidewalk Development		0	0	0	0
Downtown TIF	09-500-825-0181	907,243	23	(107251)	800,015
Revaluation	01-490-900-0011	0	40,000	0	40,000
Downtown Infrastructure		34	0	0	34
Health Trust		1,114	0	0	1,114
Total General Fund		3,176,060	269,354	(316,921)	3,128,494
Total Soliolari alia					1 101 701
Water Capital Reserve		834,876	359,828	0	1,194,704
Water Surplus		2	0	0	2
Sewer Capital Reserve		641,081	100,022	0	741,103
Wastewater Legal	30-500-824-0002	909	0	0	909
Total Capital Reserve		4,652,928	729,205	(316,921)	5,065,212





Resolution Relating to the Appropriation of \$1,725.48 from Wastewater Department Surplus to the Wastewater Legal Capital Reserve Fund

WHEREAS, the Newmarket Town Council adopted Resolution #2011/2012-21 relating to the establishment of a Wastewater Legal Capital Reserve Fund from Wastewater Department Surplus as provided in RSA 35:1, V, and

WHEREAS, the Wastewater Department has retained legal services for its discussions with the Environmental Protection Agency related to the DRAFT National Pollutant Discharge Elimination System Permit (NPDES), and

WHEREAS, RSA 35:1, V provides for the establishment of a capital reserve fund for financing extraordinary legal fees and expenses relating to the present or foreseeable litigation involving the Town, and

WHEREAS, RSA 35:7 provides that said fund would be "financed principally by...sewer rentals" which "shall be established only from surplus...sewer rentals and no part thereof shall be made from appropriations by the...town," and

**WHEREAS**, the amount requested to be appropriated to the Wastewater Legal Capital Reserve Fund is \$1,725.48, and

WHEREAS, the Wastewater Surplus Fund has a balance of \$563,817.22 as of September 1, 2013.

NOW, THEREFORE BE IT RESOLVED that the Newmarket Town Council does hereby approve a \$1,725.48 appropriation from the Wastewater Surplus Fund to the Wastewater Legal Capital Reserve Fund.

First Reading Date:

October 2, 2013

Second Reading Date:

November 6, 2013

Final Action by Council:

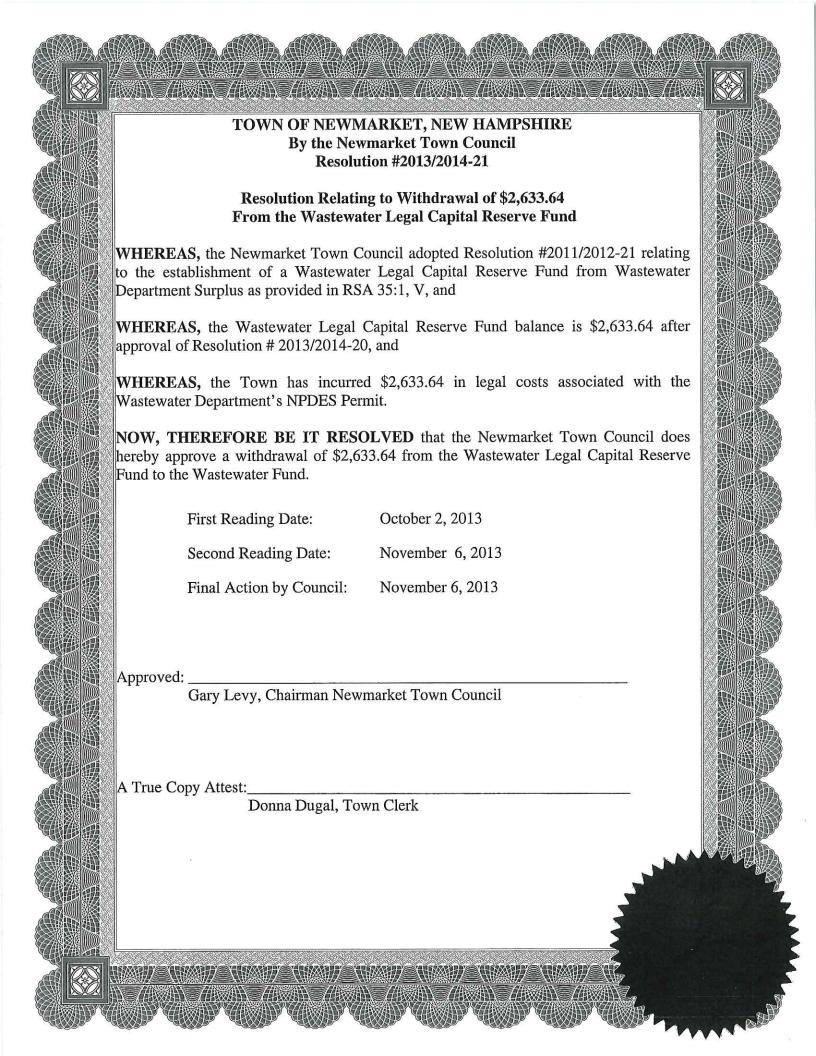
November 6, 2013

Approved: \_\_\_

Gary Levy, Chairman Newmarket Town Council

A True Copy Attest:\_

Donna Dugal, Town Clerk



### TOWN OF NEWMARKET, NEW HAMPSHIRE by the NEWMARKET TOWN COUNCIL Ordinance #2013/2014-01 Adoption of the Administrative Code

The Town of Newmarket Ordains:

The purpose of this ordinance is to rescind all prior versions of the Town of Newmarket's Administrative Code pursuant to Town Charter Section 4.12 and replaces it with the following. This shall take effect upon adoption.

### THE ADMINISTRATIVE CODE

### Section 1. ADMINISTRATIVE CODE

#### 1.1. PURPOSE

1.1.1. Pursuant to Article 4 Section 12 of the Town Charter adopted 1990, the purpose of this ordinance is to outline the general operations of the Town government

#### 1.2. SEPARABILITY

1.2.1. If any provision of the Administrative Code is declared unconstitutional or the application thereof to any person or circumstances is held invalid, the validity of the remainder of the ordinance and its application to other persons or circumstances shall not be affected.

### 1.3. <u>ADMINISTRATIVE ORGANIZATION</u>

- 1.3.1. Form of Government
  - 1.3.1.1. Pursuant to Article 1 Section 2 of the Town Charter, the Town of Newmarket operates under the Town Council –Town Administrator form of government. The Town Council serves as the legislative body for the Town and the Town Administrator serves as its chief administrative officer.
- 1.3.2. Duties of the Town Administrator
- 1.3.2.1. Pursuant to Article 4 of the Town Charter, the Town Administrator shall serve as the Chief Administrative Officer of the Town of Newmarket.

  The Town Administrator shall supervise and be responsible for the

administrative and financial affairs of the Town and shall carry out the policies enacted by the Town Council. The Town Administrator may propose rules and regulations for the internal operations of the Town. The Town Administrator shall see to the enforcement of the ordinances of the Town and the laws of the State of New Hampshire. The Town Administrator shall supervise and direct the administration of the Town departments and personnel therein. They shall be responsible for:

- 1.3.2.1.1. Maintaining accounting control over the finances of the Town;
- 1.3.2.1.2. Making monthly financial reports to the Town Council
- 1.3.2.1.3. Assuring the audit and approval of authorized claims against the Town before paying the same, supervising procurement as provided by the Town Charter;
- 1.3.2.1.4. Keeping the Town Council informed of the condition of the needs of the Town and making such reports and recommendations as he may deem advisable or may be requiring of him/her;
- 1.3.2.1.5. The rental and use of all Town Facilities under his/her control
- 1.3.2.1.6. Other duties as may be assigned
- 1.3.3. Definition of Department
  - 1.3.3.1. A department is a functional subdivision of the town government for which specific goals and tasks may be defined. Departments may be operational or budgetary. Operational Departments are departments which the head of the department reports to the Town Administrator or a single purpose elected board. A budgetary department is an entity defined by the annual budget.
  - 1.3.3.2. The person in charge of a department is a department head for the proposes of this ordinance and except otherwise provided:
  - 1.3.3.2.1. Department heads shall be responsible for the safe and efficient operation of their department. They shall perform all duties and exercise all powers conferred upon their office by applicable laws, ordinances or resolutions.

1.3.3.2.2. Department heads may prescribe department rules and regulations not inconsistent with general law, this code, and the Town Personnel Ordinance, for the administration of their various departments, conduct of their employees and the proper performance of the department's business.

- 1.3.3.2.3. Department heads, may upon review and approval of the Town Administrator and Town Council, establish such Departmental Divisions and sub-units as may be deemed desirable in the interest of economy and efficiency, and in accordance with sound administrative principals and practices.
- 1.3.3.2.4. Each department head shall be responsible for maintain the operation of the Department on a close and friendly basis of cooperation with all other departments.
- 1.3.3.2.5. The Town Administrator shall request from each department head an itemized estimate of expenditures for the next fiscal year for their department for use in the preparation of the proposed budget for said year.
- 1.3.3.2.6. Each department head shall be responsible for following the provisions of the Purchasing Ordinance for their department.
- 1.3.3.2.7. Each department head shall be responsible for the coordination of divisional functions within that Department.

#### 1.3.4. Reorganization of Departments

1.3.4.1. The Town Administrator may propose to the Town Council a change to the organizational structure of the Town to meet unexpected requirements of the Town or to ensure the efficient operation of the government.

#### 1.3.5. Departmental Rules and Regulations

1.3.5.1. Each department may, with the approval of the Town Administrator, create rules and procedures for the internal operation of their department. No departmental rule shall provide for any action or ordinance that is already provided for in Town Ordinance or State Statute.

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#### <u>4. TABLE OF ORGANIZATION</u>

1.4.1. The following table of organization defines the town government by operational departments. Nothing in this table of organization shall be construed as prohibiting additional subdivisions of the annual budget to provide more comprehensive financial control or of limiting a department head from organizing or assigning responsibility within that department.

- 1.4.1.1. Department of Administration
  - 1.4.1.1.1. Office of the Town Administrator
- 1.4.1.2. Office of the Town Clerk Tax Collector
- 1.4.1.3. Department of General Assistance
- 1.4.1.4. Department of Finance
  - 1.4.1.4.1. Finance
  - 1.4.1.4.2. Personnel Administration
  - 1.4.1.4.3. Purchasing
  - 1.4.1.4.4. Division of Assessing
- 1.4.1.5. Department of Planning and Zoning
  - 1.4.1.5.1. Planning and Zoning
  - 1.4.1.5.2. Office of Conservation
- 1.4.1.6. Department of Building Safety
- 1.4.1.7. Department of Public Works
  - 1.4.1.7.1. Highway and Public Infrastructure
  - 1.4.1.7.2. Cemeteries
  - 1.4.1.7.3. Solid Waste
  - 1.4.1.7.4. Buildings and Grounds
- 1.4.1.8. Department of Environmental Services

1.4.1.8.2. Waste Water Services

1.4.1.9. Police Department

1.4.1.10. Fire and Ambulance Department

1.4.1.10.1. Fire Division

1.4.1.10.2. Ambulance Division

1.4.1.11. Department of Emergency Management

1.4.1.12. Department of Information Technology

1.4.1.12.1. Information Technology

1.4.1.12.2. Channel 13/Communications

1.4.1.13. Department of Parks and Recreation

1.4.1.13.1. Recreation Programs

1.4.1.13.2. Parks and Recreational Facilities

1.4.1.14. *Library* 

#### 1.4.2. Common Duties and Responsibilities

- 1.4.2.1. Each Department is responsible for the for the execution of town policies and programs as expressed in ordinances, annual budget, and actions of the Town Council and to the extent the actions of independent boards and commissions in the execution of their responsibilities. When a specific duty provided by state law is assigned to a department division or office, any changes in state statute shall continue to apply to the appropriate organizational body.
  - 1.4.2.1.1. All departments are charged with:
    - 1.4.2.1.1.1. Conducting operations in accordance with the laws of the State of New Hampshire and of the Town of Newmarket
    - 1.4.2.1.1.2. Maintaining and caring for all property and equipment assigned to the department

- 1.4.2.1.1.3. Purchasing appropriate materials and equipment in accordance with purchasing policies of the Town
  - 1.4.2.1.2. Individual departments, divisions and offices have additional responsibilities as described below.

- 1.4.2.2. Office of the Town Clerk Tax Collector: The Office of the Town Clerk is listed for record purposes and is governed by the Town Clerk Tax Collector and RSA 41, the Office of the Town Clerk Tax Collector shall:
  - 1.4.2.2.1. Be the repository of all official records of the Town and its boards and agencies
  - 1.4.2.2.2. Collect all fees and issue licenses as provided by State Statue
  - 1.4.2.2.3. Arrange for and supervise all elections and Town Meeting, and maintain all associated records
  - 1.4.2.2.4. Collect automobile registration fees as provided by state law
  - 1.4.2.2.5. Perform all duties of a Town Clerk as provided by state statute and Town Charter
  - 1.4.2.2.6. Perform the duties of the Tax Collector as provided by state statute including providing notices of taxes due, depositing collections including fees and penalties in coordination with the Town Treasurer; providing notice of delinquent taxes; advertising and processing tax sales and collecting tax liens and receivables
  - 1.4.2.2.7. Perform other duties as necessary
- 1.4.2.3. <u>Department of Finance</u>: The Department of Administration and Finance shall be responsible for the oversight of the Divisions of Finance and Personnel Administration, Assessing, and General Assistance. The department head shall be the Finance Director.
- 1.4.2.4. *Finance and Personnel Administration:* The Division of Finance and Personnel Administration shall:
  - 1.4.2.4.1. Include the functions of the Town Treasury in conjunction with the Town Treasurer. The Treasurer will receive and hold the funds of the Town in accordance with the Town of Newmarket Investment Ordinance

and disburse them in accordance with State Law and Town of Newmarket policies

- 1.4.2.4.2. Maintain the fiscal accounting and control system of the Town in accordance with generally accepted accounting principles
- 1.4.2.4.3. Prepare reports of financial transactions of the Town from time to time as directed by the Town Administrator
- 1.4.2.4.4. Under the guidance of the Town Treasurer and in accordance with the Town of Newmarket Investment ordinance, shall invest idle funds of the Town to obtain the maximum prudent return on such investment.
- 1.4.2.4.5. Prepare and administer the payment of employees and maintain records of time earned and used for compensation
- 1.4.2.4.6. Administer employee benefits
- 1.4.2.4.7. Perform other duties as necessary
- 1.4.2.5. Division of Assessing: The Division of Assessing shall
  - 1.4.2.5.1. Maintain a complete roll of the appraised value of property and improvements in the Town of Newmarket
  - 1.4.2.5.2. Prepare and maintain all assessment and tax rolls as required by State Law or Town Ordinance
  - 1.4.2.5.3. Perform other duties as necessary
- 1.4.3. <u>Department of General Assistance</u>: The Department of General Assistance shall provide welfare assistance to eligible recipients as provided by state law and approved Town of Newmarket General Assistance Guidelines. The head of the department shall be the Welfare Director
- 1.4.4. <u>Department of Planning and Zoning:</u> The Department of Community Development shall be responsible for the Offices of Planning (in coordination with the Planning Board and Historic District Commission); Code Enforcement, Zoning and Building Appeals (in coordination with the Zoning Board of Adjustment), and Conservation (in coordination with the Conservation Commission.) The head of the department shall be the Town Planner.
  - 1.4.4.1. Office of Planning: The Office of Planning shall:

1.4.4.1.1. Provide land use and economic growth planning services to all Town Departments and boards

MASAMAKATAWASAWASAWASAWASAWASAWA

- 1.4.4.1.2. Recommend changes in land use and other regulations to provide harmonious and economical growth for the Town
- 1.4.4.1.3. Work with agencies and entities outside the Town to further the planning and development goals of the Town
- 1.4.4.1.4. Provide oversight and the administration of grants awarded to the Town.
- 1.4.4.1.5. Perform other duties as necessary
- 1.4.4.1.6. Maintain appropriate records and files
- 1.4.4.1.7. Perform other duties as necessary
- 1.4.5. <u>Department of Building Safety</u>: The Department of Building Safety shall be responsible for building inspections, code enforcement, and health office. The head of the Department shall be the Building Official.
  - 1.4.5.1. The Department of Building Safety shall receive applications and issue permits for the construction and renovation of structures under the State of New Hampshire's building and safety codes.
  - 1.4.5.2. With the assistance of the Office of Planning and in coordination with the Zoning Board of Adjustment, interpret the zoning ordinance of the Town and other land use regulations and enforce the building code, zoning ordinance and related land use regulations
  - 1.4.5.3. Shall serve as the Town's Health Officer in accordance with RSA 128.
- 1.4.6. <u>Department of Public Works:</u> The Department of Public Works shall be responsible for the Divisions of Highway and Public Infrastructure, Solid Waste, and Cemeteries. The head of the department shall be the Director of Public Works.
  - 1.4.6.1. Division of Highways and Infrastructure: The Division of Highways and Infrastructure shall be responsible for all the physical structures and facilities in the Town not assigned to another department. The Division of Highway and Infrastructure shall:

When the public streets, bridges, sidewalks and rights-of-ways of the Town

- 1.4.6.1.2. Repair, maintain, construct and operate the storm drain systems for the town
- 1.4.6.1.3. Maintain and repair all Town mechanical equipment except items for which other maintenance agreements have been made
- 1.4.6.1.4. Perform other duties as may be assigned
- 1.4.6.2. *Division of Buildings and Grounds:* The Division of Buildings and Grounds shall be responsible for the maintenance of all municipally owned buildings and grounds unless assigned to another department.
- 1.4.6.3. *Division of Solid Waste:* The Division of Solid Waste shall be responsible for the collection, recycling and disposal of solid waste for the Town. The Division of Solid waste shall:
  - 1.4.6.3.1. Operate and maintain the Transfer Station and Solid Waste Landfill in accordance with State Law and Town Ordinance
  - 1.4.6.3.2. Perform other duties as may be assigned
- 1.4.6.4. *Department of Cemeteries:* The Division of Cemeteries is listed for record purposes only and is governed by the Board of Cemetery Trustees and State law. The Department of Cemeteries shall:
  - 1.4.6.4.1. Ensure the proper burial of the deceased in the Town of Newmarket's public cemeteries
  - 1.4.6.4.2. Maintain the public cemeteries in the Town
  - 1.4.6.4.3. Maintain appropriate records and files
  - 1.4.6.4.4. Perform other duties as may be assigned
- 1.4.7. <u>Department of Environmental Services</u>: The Department of Environmental Services shall be responsible for the Division of Water and Division of Wastewater. The head of the Department shall be the Director of Environmental Services.

- 1.4.7.1. *Division of Water:* The Division of Water shall:
  - 1.4.7.1.1. Provide potable drinking water within the Town

- 1.4.7.1.2. Provide water for fire protection
  - 1.4.7.1.3. Operate the water supply system (wells and treatment plants) an water distribution plants.
  - 1.4.7.1.4. Operate the Water Fund on a utility basis.
  - 1.4.7.1.5. Perform other such related duties as may be assigned.

- 1.4.7.2. *Division of Wastewater*: The Division of Wastewater shall:
  - 1.4.7.2.1. Be responsible for the operation and maintenance of the Newmarket Wastewater Treatment Facility,
  - 1.4.7.2.2. In coordination with Wastewater Treatment Plant Laboratory, provide laboratory services to other departments.
  - 1.4.7.2.3. Operate the Sewer Fund on a utility basis.
  - 1.4.7.2.4. Perform other such related duties as may be assigned.
- 1.4.8. <u>Department of Parks and Recreation</u>: The Department of Parks and Recreation in conjunction with the Recreation Commission shall be responsible for the Divisions of Recreation Programs, Parks and Recreational Facilities. The head of this department shall be the Recreation Director.
  - 1.4.8.1. *Division of Recreation Programs:* The Division of Recreational Programs shall:
    - 1.4.8.1.1. Provide recreational programs for the residents of the Town and others, as authorized
    - 1.4.8.1.2. Perform other duties as may be assigned
    - 1.4.8.1.3. *Division of Parks and Recreational Facilities:* The Division of Parks and Recreational Facilities shall:
      - 1.4.8.1.3.1. Maintain parks and recreation facilities not otherwise assigned
      - 1.4.8.1.3.2. Perform other duties as may be assigned

1.4.8.2 Department of Library The Department of Library is listed for record purposes only and is governed by the Board of Library Trustees and RSA 202-a, The Department of Library shall:

- 1.4.8.2.1. Provide library services for the Town as provided in state law for Towns (New Hampshire Revised Statues Annotated Chapter 202-A)
- 1.4.8.2.2. Maintain the Newmarket Library
- 1.4.8.2.3. Perform other duties as necessary
- 1.4.9. Police Department: The Police Department shall:
  - 1.4.9.1. Enforce the criminal laws of the state and the penal ordinances of the Town of Newmarket
  - 1.4.9.2. Safeguard the persons and property of the residents and visitors of the Town through activities designed to deter criminal actions and to apprehend persons who have committed crimes of whatever nature within its jurisdiction
  - 1.4.9.3. Promote community awareness of the causes of crime and its prevention
  - 1.4.9.4. The Police Department shall consist of the following divisions:
    - 1.4.9.4.1. Division of Operations
    - 1.4.9.4.2. Division of Support Services
  - 1.4.9.5. Perform other duties as may be assigned
- 1.4.10. <u>Fire Department:</u> The Fire Department shall be responsible for the Divisions of Fire, Ambulance and Emergency Management. The head of this department shall be the Fire Chief.
  - 1.4.10.1. Division of Fire: The Division of Fire shall:
    - 1.4.10.1.1. Protect the lives and property of residents and visitors through the suppression of all unwanted fires, or where suppression is not possible, prevent the spread of fire to adjacent buildings and land
    - 1.4.10.1.2. Promote the prevention of unwanted fire by enforcement of state and local fire prevention codes and fire prevention education

1.4.10.1.3 Through the office of the Town Forest Fire Warden, appoint Deputy Forest Fire Wardens, provide permits for planned fires that meet state law and requirements, and suppress fires that are not permitted.

- 1.4.10.1.4. Perform other duties as may be assigned
- 1.4.10.2. *Division of Ambulance:* The Division of Ambulance shall:
  - 1.4.10.2.1. Provide emergency medical services by responding to calls for assistance for medical aid
  - 1.4.10.2.2. Maintain a mutual aid network
  - 1.4.10.2.3. Perform other duties as may be assigned
- 1.4.11. <u>Department of Emergency Management</u>: The head of the Emergency Management Department is the Emergency Management Director. The Department of Emergency Management shall:
  - 1.4.11.1.1. In accordance with the Town of Newmarket Emergency Management Plan insure the complete and efficient utilization of Town emergency response resources
  - 1.4.11.1.2. Develop and maintain an effective communication system to work with all Town Departments and state and federal communication networks in accordance of RSA 21-P:38.
  - 1.4.11.1.3. Maintain the Town's Emergency management Plan in accordance with the rules and regulations of the New Hampshire Bureau of Emergency Management
  - 1.4.11.1.4. Perform other duties as may be assigned

#### 1.5. TOWN BOARDS, COMMITTEES AND COMMISSIONS

#### 1.5.1. Planning Board

1.5.1.1. The Planning Board shall be made up of six (6) members elected by the town at-large and one Town Councilor appointed by the Town Council. It shall conduct its business in accordance with NH RSA Chapter 673 or its successor.

1.5.2. Zoning Board of Adjustment

1.5.2.1. The Zoning Board of Adjustment shall be made up of five (5) members appointed by the Town Council and shall conduct its business in accordance with NH RSA Chapter 673 or its successor.

#### 1.5.3. Cemetery Trustees

1.5.3.1. There shall be a three (3) person board of Cemetery Trustees appointed by the Town Council. The board shall have charge of the public cemeteries in the Town subject to budgetary limitations imposed by the Town Council.

#### 1.5.4. Municipal Budget Committee

1.5.4.1. The Municipal Budget Committee shall be made up of eleven (11) members; nine (9) members elected by the Town at-large, and two additional members one member of the Town Council, and one member of the Newmarket School Board. The Municipal Budget Committee shall conduct its business in accordance with and shall conduct its business in accordance with NH RSA Chapter 32 or its successor.

#### 1.5.5. Supervisors of the Checklist

1.5.5.1. The Supervisors of the Checklist shall be elected and shall perform their duties in accordance with Article 5 of the Town Charter and NH RSA 654 and its successors.

#### 1.5.6. Trustees of the Trust Funds

1.5.6.1. The Trustees of the Trust Funds shall consist of three (3) members and shall be elected as provided by State Law and shall have the duties and responsibilities as provided by NH RSA 31:19.

#### 1.5.7. Conservation Commission

- 1.5.7.1. The Conservation Commission shall be made up of five (5) members appointed by the Town Council. The terms of the Conservation Commission shall be for three years and shall overlap. One member of the Conservation Commission may also serve as a member of the Planning Board.
- 1.5.7.2. The duties of the Conservation Commission shall be to promote and develop the natural resources of the Town and to protect its watershed resources. The Conservation Commission shall have such other duties as provided in state law for conservation commissions (RSA 36-A.)

### 1.5.8. Library Trustees

1.5.8.1. There shall be a five (5) member board of Library Trustees of the Newmarket Library elected for a term of three years. The trustees shall exercise the powers of library boards of trustees for towns as contained in NH RSA Chapter 202-A or its successor.

#### 1.5.9. Veteran's Memorial Trust

1.5.9.1. There shall be a five (5)-member board of Trustees of the Veteran's Memorial Trust appointed for a term of three years. The trustees shall oversee the establishment, maintenance, care and improvements of the town's veterans' memorials.

#### 1.5.10. Town Treasurer

1.5.10.1. There shall be a Town Treasurer elected by the town at-large for a term of three (3) years. They shall exercise the powers associated with town treasurers as provided by state law in NH RSA Chapter 41.

#### 1.5.11. Town Clerk - Tax Collector

1.5.11.1. There shall be a Town Clerk - Tax Collector elected by the town atlarge for a term of three (3) years. They shall exercise the powers associated with town clerks as provided by state law in NH RSA Chapter 41.

#### 1.5.12. Town Moderator

1.5.12.1. There shall be a Town Moderator elected by the town at-large for a term of three (3) years. They shall exercise the powers associated with town moderators as provided by state law.

#### 1.5.13. Economic Development Committee

1.5.13.1. The Economic Development Committee shall be made up of nine (9) members. Two (2) members shall be appointed by the Town Council from its membership annually. One (1) member shall be appointed by the Planning Board from its membership annually. Two (2) members shall be appointed by the Newmarket Community Development Corporation from its membership annually. Two (2) members shall be appointed by the Newmarket Business Association from its membership annually. Two (2) members shall be appointed at-large by the Town Council for a term of three (3) years.

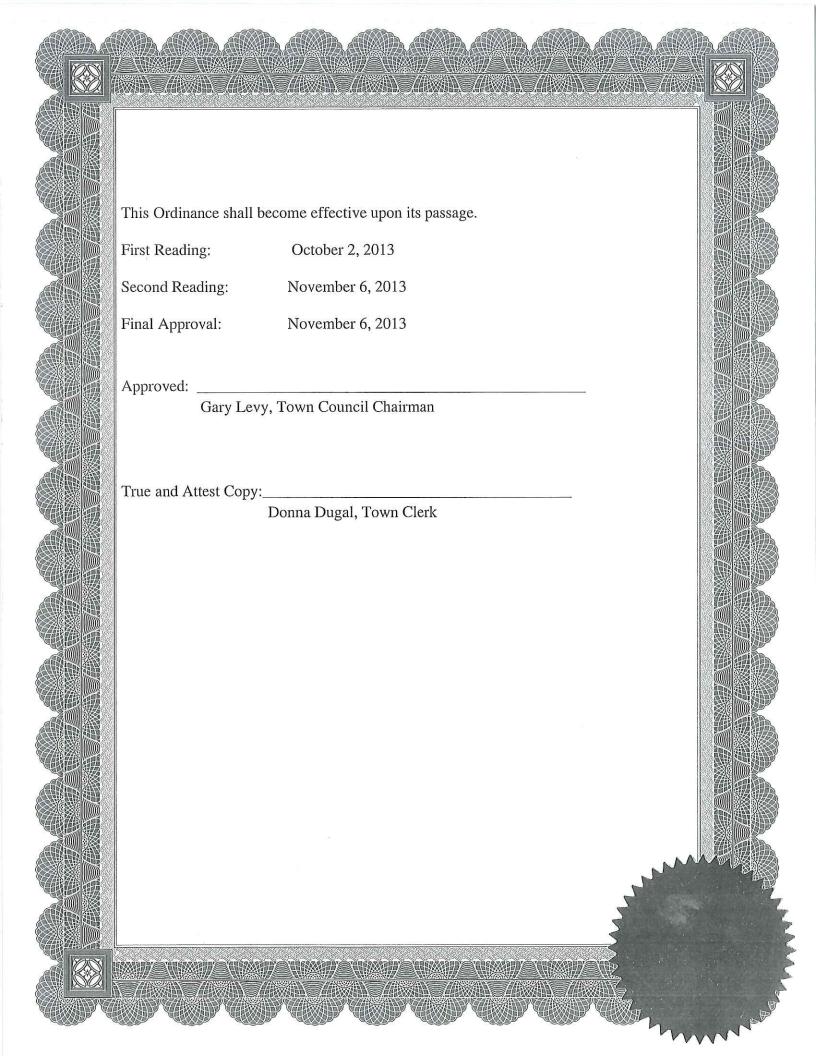
1.5.13.2. The purpose of the Economic Development Committee is to foster sensible economic growth in the community.

#### 1.5.14. Highway Safety Committee

- 1.5.14.1. The Highway Safety Committee shall be made up of nine (9) members. The Town Administrator, Director of Public Works, Police Chief, Fire Chief, Superintendent of Public Schools, the Town Planner, the Building Official shall be ex officio members. There shall be one (1) member appointed by the Town Council from its membership. There shall be one (1) member appointed by the Town Council for a term of three (3) years.
- 1.5.14.2. The purpose of the Highway Safety Committee is to review and discuss of issues and subsequently make recommendations to the Town Council for implementation/placement of signage, repairs and maintenance, striping, make recommendations concerning the town's present and future needs for traffic control signs and signalization and the like in accordance with RSA238:6. In addition, to advise, upon request, any town board, committee, commission regarding matters pertaining to highway safety.

#### 1.5.15. Personnel Advisory Board

1.5.15.1. There shall be a Personnel Advisory Board of three (3) citizens holding no other political office, who shall be appointed as follows: One (1) member by the Town Administrator, one (1) by the Town Council and the third by these two (2) appointees. The terms of all members shall be for three (3) years. It shall be the duty of the Personnel Advisory Board to study the broad problems of personnel policy and administration, to advise the Council concerning the personnel policies of the city and to advise the Town Administrator regarding administration of the Merit Plan and to hear appeals from any employee aggrieved as to the status or condition of his or her employment or retirement. The Board shall promptly issue written reports containing findings of facts and recommendations to the Town Administrator upon such appeals, but the board shall have no power to reinstate an employee unless it finds, after investigation, that disciplinary action was taken against the employee without just cause. The term "employee" as used in this section shall not include department heads and officers of the Town. Nothing herein shall be construed as prohibiting an appeal by an aggrieved employee to the court.





NOV 26 2013

TOWN OF NEW MARKET

## APPLICATION FOR APPOINTMENT TO A BOARD, COMMISSION, OR COMMITTEE POSITION WITHIN THE TOWN OF NEWMARKET

Applicant's Name:Steve_Minutelli
Address: 11 Salmon St Phone/Cell 988-4804
RSA 669:19 Newmarket Registered Voter: Yes No # of Years as Resident: 7+ RSA 91:2 Are you an American Citizen? Yes No
Email address: minutelli@yahoo.com
Full membership (3 year term) position applying for VCDC  State what the new term expiration data is:
State what the new term expiration date is:
Alternate position (3 year term) position applying for
State what the new term expiration date is: VA
I feel the following experience and background qualifies me for this position: I have
served a three year term on the Newmarket Town Council, spent
time on various committees, and keep myself informed about
issues affecting the Town. I also have practiced law for over
ten years which allows me to bring a unique perspective to NCDC
(need more room, please use the back)  11/26/2013
Signature Date

You are welcome to submit a letter or resume with this form. <u>Applicants are requested to attend the Council meeting to address the Town Council prior to the decision making process</u>. Applicants will be notified of the time and date of this meeting in advance. Thank you for your application and interest in the Town of Newmarket.

### NEWMARKET COMMUNITY DEVELOPMENT CORPORATION P.O. Box 313

Newmarket, New Hampshire 03857

November 26, 2013

Att: Town Councilors Town of Newmarket 186 Main Street Newmarket NH 03857

Re: NCDC Town Council-appointed representative – Jan 2014 to Dec 2015

#### Dear Councilors:

On December 31<sup>st</sup> the term for one of the Town Council-appointed representatives to the Newmarket Community Development Corporation (NCDC) will be open. This opening is for the last two years of the position filled by resigning member Phil LePage. The position has been publicly posted.

Steve Minutelli has applied and the NCDC would like to recommend him for this position. Steve is a longtime resident of the Town, former Councilor and an attorney. Our board previously included an attorney and we found their legal input most helpful during the Mills redevelopment. As the NCDC contemplates future projects we would again welcome such a skill-set to our board. For all of these reasons, we respectfully request that Steve be appointed to the NCDC.

Thank you for your consideration.

Sincerely,

Arlon Chaffee, President

alon a. Chaffee

Newmarket Community Development Corporation

The mission of the Newmarket Community Development Corporation is to promote economic and community development in an effort to expand the Newmarket tax base consistent with the Town's master plan and for the benefit of the taxpayers, residents and visitors of the Town of Newmarket.



NOV 25 2013





# APPLICATION FOR APPOINTMENT TO A BOARD, COMMISSION, OR COMMITTEE POSITION WITHIN THE TOWN OF NEWMARKET

Applicant's Name: ADAM SCHROADTER
Address: 55 Smith Gallism Rd Phone/Cell (03-292 10058
RSA 669:19 Newmarket Registered Voter: Yes No # of Years as Resident:
Email address: 45 Chroadter agmail. com
Full membership (3 year term) position applying for
State what the new term expiration date is: 20)(0
Alternate position (3 year term) position applying for  State what the new term expiration date is:
I feel the following experience and background qualifies me for this position:
Experience in Town Planning State Politics, Economic
Development, and local business & Cultural Movest
(need more room, please use the back)
11/25/13
Signature

You are welcome to submit a letter or resume with this form. <u>Applicants are requested to attend the Council meeting to address the Town Council prior to the decision making process</u>. Applicants will be notified of the time and date of this meeting in advance. Thank you for your application and interest in the Town of Newmarket.

#### NEWMARKET COMMUNITY DEVELOPMENT CORPORATION P.O. Box 313 Newmarket, New Hampshire 03857

November 26, 2013

Att: Town Councilors Town of Newmarket 186 Main Street Newmarket NH 03857

Re: NCDC Town Council-appointed representative – Jan 2014 to Dec 2016

#### Dear Councilors:

On December 31<sup>st</sup> the three-year term for one of the Town Council-appointed representatives to the Newmarket Community Development Corporation (NCDC) expires. This opening has been publicly posted and had most recently been filled by retiring member Cal Whiton.

Adam Schroadter has applied and the NCDC would like to recommend him for this position. Adam is a local business owner, state legislator and is a proponent of celebrating the Town's culture and heritage. For all of these reasons, we respectfully request that Adam be appointed to the NCDC.

Thank you for your consideration.

Sincerely,

Arlon Chaffee, President

alon a. Chaffee

Newmarket Community Development Corporation

The mission of the Newmarket Community Development Corporation is to promote economic and community development in an effort to expand the Newmarket tax base consistent with the Town's master plan and for the benefit of the taxpayers, residents and visitors of the Town of Newmarket.

### RECEIVED



# APPLICATION FOR APPOINTMENT TO A BOARD, COMMISSION, OR COMMITTEE POSITION WITHIN THE TOWN OF NEWMARKET

Applicant's Name: RODERICK D. COWCES
Address: 52 MRLECREST STREET Phone/Cell 508 277 8011
RSA 669:19 Newmarket Registered Voter: Yes No # of Years as Resident: 4 4 42000 No No
Email address: RWAWC AOL. COM
Full membership (3 year term) position applying for
Alternate position (3 year term) position applying for
State what the new term expiration date is:
I feel the following experience and background qualifies me for this position: COPPORTE  FINANCE & OPERATIONS WARRED II YELLS - NEWWORKER
FINANCE & OPERATIONS MAKES II YESTS - NEWWORKER. BUSINESS ASSOCIATION MEMBER AND PRESIDENT TWICE
6 years - NEW MARKET INDUSTRIAL AUTHORITY MAUSER
(need more room, please use the back)  Signature  Date
Dignature Date 1

You are welcome to submit a letter or resume with this form. <u>Applicants are requested to attend the Council meeting to address the Town Council prior to the decision making process</u>. Applicants will be notified of the time and date of this meeting in advance. Thank you for your application and interest in the Town of Newmarket.

### TOWN OF NEWMARKET, NEW HAMPSHIRE

By the Newmarket Town Council

Resolution #2013/2014-34 Default Budget FY 2014/2015

WHEREAS, in accordance with New Hampshire Revised Statutes Annotated 40:13, IX(b), the Town Council must approve a "Default Budget" in case the budget proposed by the Municipal Budget Committee fails at Town Meeting, and

WHEREAS, the "Default Budget" is determined by taking the previous year's approved operating budget, increasing it by any contractual obligations and reduced by any onetime expenditures, and

**WHEREAS**, the Town Administrator and Finance Director determined this amount to be \$9,105,093.

**NOW THEREFORE BE IT RESOLVED**, by the Newmarket Town Council that the Default Budget in the amount of \$9,105,093 is adopted.

	First Reading Date:	December 18, 2013	
	Second Reading Date:		
u P	Final Action by Council:		
	8 8 8		
Approved:	ŷ .		_ #
	Gary Levy, Chairman Newmark	et Town Council	
	° ex s		
A True Cop	py Attest:		
	Donna Dugal, Town	Clerk	

#### The Purchase of Two Thermal Imaging Cameras For the Fire Department

WHEREAS, the Fire Department's two thermal imaging cameras are 9 and 15 years old; and

WHEREAS, one camera is broken and unrepairable and the other is unreliable; and

WHEREAS, neither camera units are similar to units used by surrounding mutual aid communities, and

WHEREAS, the purchasing ordinance limits the Town to purchase goods "by competitive procurement by an agency of the State of New Hampshire or any other entity through which the Town purchases cooperatively..." (Ordinance #2012/2013-03, section 6.5), and

**WHEREAS**, Bergeron Protective Clothing, LLC ("Bergeron") of Epsom, New Hampshire has the Commonwealth of Massachusetts bid for thermal imaging cameras used by surrounding mutual aid communities, and

WHEREAS, Bergeron's quote for two imaging cameras is \$13,061, and

WHEREAS, the Fire Capital Reserve Fund has a balance of \$253,161 as of December 1, 2013.

**NOW THEREFORE BE IT RESOLVED**, that the Newmarket Town Council does hereby authorize the Fire Department to use a competitive bid process of another state and approve the purchase of two thermal imaging cameras at a price not to exceed \$13,061.00 and further approve the withdrawal of funds from the Fire Capital Reserve Fund.

	First Reading Date:	December 18, 2013	
	Second Reading Date:		
	Final Action by Council:		
Approved			
	Gary Levy, Chairman Newm	arket Town Council	
A True Co	ppy Attest:	H 11	
	Donna Dugal, Town	n Clerk	

To Include a Compensated Absence Expendable Trust Fund Article on the Town Warrant

WHEREAS, it is the wish of the Town Council to include on the Town Warrant the following proposed warrant article for a Compensated Absence Expendable Trust Fund.

To see if the town will vote to establish a Compensated Absence Expendable Trust Fund per RSA 31:19-a, for paying sick and vacation benefits for terminated or retired employees and to raise and appropriate \$29,500 to put in the fund, with this amount to come from fund balance; further to name the Town Council as agents to expend from the fund. Majority vote required.

**NOW THEREFORE BE IT RESOLVED**, by the Newmarket Town Council to include the above proposed warrant article on the Town Warrant and recommend the warrant article for passage.

December 18, 2013

	2 1100 21000000000000000000000000000000
	Second Reading Date:
	Final Action by Council:
Approved:	
	Gary Levy, Chairman Newmarket Town Council
A True Cop	by Attest:
	Donna Dugal, Town Clerk

First Reading Date:

To Include a Storm Water Management Capital Reserve Article on the Town Warrant

WHEREAS, it is the wish of the Town Council to include on the Town Warrant the following proposed warrant article for a Storm Water Management Capital Reserve Fund.

To see if the town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of Storm Water Management and to raise and appropriate the sum of forty-one thousand one hundred and thirteen dollars (\$41,113) to be placed in this fund and further to name the Town Council as agents to expend from said fund. Majority vote required.

**NOW THEREFORE BE IT RESOLVED**, by the Newmarket Town Council to include the above proposed warrant article on the Town Warrant and recommend the warrant article for passage.

	First Reading Date:	December 18, 2013	
	Second Reading Date:		
	Final Action by Council:		
Approved:			в
• •	Gary Levy, Chairman Newm	arket Town Council	
A True Cop	py Attest:		
	Donna Dugal, Town	n Clerk	

To Include a 300<sup>th</sup> Anniversary Expendable Trust Fund Article on the Town Warrant

**WHEREAS**, it is the wish of the Town Council to include on the Town Warrant the following proposed warrant article for the 300<sup>th</sup> Anniversary Expendable Trust Fund.

To see if the town will vote to establish a 300<sup>th</sup> Anniversary Expendable Trust Fund per RSA 31:19-a, for the celebration costs of the Town's 300<sup>th</sup> Anniversary and to raise and appropriate the sum of two thousand (\$2,000) to be placed in this fund, with this amount to come from fund balance, further to name the Town Council as agents to expend from said fund. Majority vote required.

**NOW THEREFORE BE IT RESOLVED**, by the Newmarket Town Council to include the above proposed warrant article on the Town Warrant and recommend the warrant article for passage.

	First Reading Date:	December 18, 2013	
	Second Reading Date:		
	Final Action by Council:		
Approved:		a a	_
	Gary Levy, Chairman Newm	arket Town Council	
A True Co	py Attest:		
	Donna Dugal, Town	n Clerk	

#### Resolution Relating to the Closure of the Wastewater Legal Capital Reserve Fund

WHEREAS, the Newmarket Town Council adopted resolution #2011/2012-21 relating to the establishment of a Wastewater Legal Capital Reserve Fund from Wastewater Department Surplus as provided in RSA 35:1, V, and

WHEREAS, the Wastewater Department has retained legal services for its discussions with the Environmental Protection Agency related to the DRAFT National Pollutant Discharge Elimination System Permit (NPDES), and

WHEREAS, the Wastewater Legal Capital Reserve Fund is no longer needed.

**NOW, THEREFORE BE IT RESOLVED** that the Newmarket Town Council does hereby approve the closure of the Wastewater Legal Capital Reserve Fund and transfer any remaining funds to the Wastewater Operating Fund.

	First Reading Date:	December 18, 2013	
	Second Reading Date:		
	Final Action by Council:		
Approved	<b>:</b>		>
-FF	Gary Levy, Chairman Newm	arket Town Council	
A True Co	ppy Attest:		()
	Donna Dugal, Town	n Clerk	

#### TOWN OF NEWMARKET, NEW HAMPSHIRE By the Newmarket Town Council Resolution #2013/2014-40 The Sale of 4.J Bass Street

WHEREAS, the Town of Newmarket foreclosed on 4J Bass Street for failure to pay real estate taxes on August 2, 2010; and

WHEREAS, the Town Council wishes to return this parcel to the tax roll.

**NOW THEREFORE BE IT RESOLVED**, that the Newmarket Town Council does hereby authorize the Town Administrator to enter into an agreement with a local real estate broker for the sole purpose of offering this property for sale.

First Reading Date:	December 18, 2013
Second Reading Date:	
Final Action by Council:	
Approved:	
Gary Levy, Chairman Newman	ket Town Council
A True Copy Attest:	
Donna Dugal, Town O	Clerk

#### TOWN OF NEWMARKET, NEW HAMPSHIRE

#### By the Newmarket Town Council Resolution #2013/2014-41

### To Include a Bond for \$1.055m to Install 16 Inch Water Main on Route 108 Article on the Town Warrant

WHEREAS, it is the wish of the Town Council to include on the Town Warrant the following proposed warrant article for a \$1.055M Bond to Install a 16 inch water main on Route 108.

To see if the Town will vote to raise and appropriate the sum of \$1,055,000 (gross budget) for the installation of a new 16-inch water main from the water tower on Great Hill to the 16-inch water main that is located in the area of the carwash on Route 108, and to improve the water tower electrical and telephone utilities and vault, and to authorize the issuance of not more than \$1,055,000 of bonds and notes in accordance with the provisions of the Municipal Finance Act (NH RSA 33:1 et seq., as amended) and to authorize the Town Council to issue and negotiate such bonds or notes to determine the rates of interest thereon. Further, to authorize the Town Council to apply for, negotiate, contract for, seek and do all things necessary to obtain such Federal and State grants-in-aid, contribution, assistance and to participate in the State Revolving Loan Fund (SRF) RSA 486:14 established for the purpose as may be available, and to adopt any resolution relating thereto of such bonds or notes as shall be in the best interest of the Town of Newmarket. (2/3 Vote Required)

**NOW THEREFORE BE IT RESOLVED**, by the Newmarket Town Council to include the above proposed warrant article on the Town Warrant and recommend the warrant article for passage.

	First Reading Date:	December 18, 2013	
	Second Reading Date:		
	Final Action by Council:		
Approved:		1	
· = = (	Gary Levy, Chairman Newmark	ket Town Council	
A True Cop	by Attest:	9	
41 /81 E	Donna Dugal, Town O	Clerk	

#### TOWN OF NEWMARKET, NEW HAMPSHIRE

#### By the Newmarket Town Council Resolution # 2013/2014-42

An Amendment to Engineering Contract to Allow a Pedestrian Study Related to the NH Route 108 to Identify Safety Alternatives to the Pedestrian Sky Bridge

WHEREAS, the Town of Newmarket has been awarded a grant from New Hampshire Department of Transportation (NH DOT) for a Transportation Enhancement Project with a total cost of \$647,140 with eighty percent (80%) of the cost coming from Federal Highway Administration (FHWA) \$520,950 and the remaining 20% of the cost (\$126,190) to be equally distributed between Town of Newmarket and the Newmarket Mills LLC, (a.k.a Chinburg Builders, Inc.), the developer of the Newmarket Mills.

WHEREAS, the Town of Newmarket entered into an Engineering Agreement with Dubois-King, Inc. for consulting services related to the downtown pedestrian bridge through a qualifications-based process in accordance with federal, state and local procurement requirements.

WHEREAS, the preliminary engineering report which was presented to the Town Council in September 2013 indicated the probable cost of the pedestrian bridge is approximately \$1,122,031, which far exceeds the project funding that is available and committed for this project.

WHEREAS, at the September Town Council meeting it was suggested that the Town should evaluate the possibility of implementing lower cost solutions for pedestrian, which could include traffic calming measures, better signage, pedestrian cross walks, and other improvements.

WHEREAS, the NH DOT has agreed that a contract amendment is in order to look at other lower cost improvements that could be implemented to address pedestrian safety at a cost that is within the budget that is available.

WHEREAS, Dubois and King, Inc. has submitted a proposal to amend the agreement to allow for further study to identify and evaluate additional alternatives to address pedestrian safety along NH 108 in the vicinity of the mill and the Town has successfully negotiated a contract amendment with Dubois King for this additional work.

#### NOW, THEREFORE, BE IT RESOLVED, that

1) The Newmarket Town Council does hereby approve the signing of an amendment to the contract with Dubois-King in the amount of \$36, 566 and the funding to be from:

NH DOT/	NH DOT/FWHA Transportation Enhancement Grant		\$ 29,254
Tr	- F.N		¢ 2.656
	of Newmarket		\$ 3,656
Newn	arket Mills LLC		\$ 3,656
			\$ 36,566
2) The T	own Administrator is authorized to	sign the amendment.	
	E' (P. I' D.	1 10 2012	
	First Reading Date: Dec	cember 18, 2013	
	Second Reading Date		
	Second Reading Date:		
	Final Action by Council:		
	That rection by Council.		
Approved			
	Gary Levy, Chairman Newmarke	t Town Council	
	A 102.00 As		
A True Co	opy Attest:		
	Donna Dugal, Town Cle	erk	